

M e m o r a n d u m

Date: July 24, 2008

To: Valley Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Grass Valley Area - 230

File No.: 230.7909.12474

Subject: CHAPTER 15 INSPECTION, SPECIAL FUNCTIONS
ACTION ITEMS

On March 14, 2008, staff from Valley Division conducted a formal evaluation of the Area's Special Functions, Chapter 15, and provided the results of their audit in a memorandum dated May 6, 2008. In accordance with the directions provided, the following is a detailed description of steps taken by the Grass Valley Area in order to comply with the audit teams suggested recommendations:

GENERAL

- Special Duty job descriptions should be updated and conform to establish policy in HPM 10.3, Chapter 33 Annex A.
The Area's Standard Operating Procedures has been updated and it includes the corresponding job description for each special duty position. A copy of the required duty functions for the special duty positions attached. (Attachment #1)

VEHICLE THEFT

- 10851 Statistics should be posted.
In the front office, the Grass Valley Area has a 10851 Award Plaque that identifies Area officers that have received this prestigious award. Recently, two area officers have received the 10851 pin. The Area has made arrangements for the Award Plaque to be updated. Further, Area 10851 statistics have been posted in the briefing room.

Safety, Service, and Security

VEHICLE IDENTIFICATION NUMBER PROGRAM

- The newly assigned VIN Officer has not received vehicle theft training. Officer B. Hardin, 13903, has been recently assigned as the new VIN Officer replacing Officer Dunbar, 13219. In April 2008, Officer Hardin attended the mandatory vehicle theft training required for this position.
- Area Audit of VIN Records / Plates
Recently, the Area has included in its suspense file, quarterly audit/review of VIN Records and Plates. Recently, the Area has conducted the second quarter audit on the VIN Program.

EVIDENCE

- Destruction and purging of evidence and property
The evidence officer has been working aggressively to identify and dispose of items of property held at the Area. The Area does not have a direct computer link with the D.A.'s office to inquire about the status of older cases. In order to eliminate the backlog of older cases, the evidence officer must secure time and go to the court house and do a manual search of cases to find out the status. This practice slows the adjudication process considerably. However, when staffing allows, the Area has assigned road personnel to assist the evidence officer with his collateral duties (i.e. front desk duties) allowing him to focus on purging /adjudicating evidence and property

ASSET FORFEITURE

- Asset Forfeiture Training
Sergeant Whiting has assumed the Asset Forfeiture Coordinator role for the Grass Valley Area. Although, Valley Division recently held a training class on this subject, the Grass Valley Area was not able secure a spot for this valuable training. The Grass Valley Area will send Sergeant Whiting to the next available class.

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SPECIALIZED VEHICLES

- TOW INSPECTIONS

The Grass Valley Area conducted its annual tow facility inspections in May as directed in the Tow Service Agreement. All of the tow facilities meet the required specifications.

We appreciate the recommendations provided by the evaluators, and as discussed above, have taken the appropriate steps to implement and/or address each item. Should you have any questions regarding the audit, please feel free to contact me at (530) 273-4415.



C.A. WHITMORE, Lieutenant
Commander
Attachment

ATTACHMENT #1

8.1 SPECIAL DUTY OFFICERS (FULL TIME)

A. Three traffic officers are assigned as Area Special Duty Officers *for a period of one (1) year*. They will normally work 0800 to 1700 hours with weekends off and are accountable to the Area Commander.

B. Selection of special duty officers

1. It is the policy of this Area to select special duty officers based primarily upon special qualifications required by the position. In the event more than one candidate possesses equal qualifications, seniority will prevail.
2. Officers who desire consideration for a special duty position shall submit a memorandum through channels to the Area Commander indicating the position title and their qualifications for the position.
3. The Area Commander will make the final selection for all special duty positions.
4. All Special Duty Officers are under the supervision of the shift supervisor and/or the Area Commander.
5. *Special Duty Officer assignments will run for a period of 1 year. The Area Commander or designee will evaluate the performance of the officer at the end of the term and may extend the assignment for an additional year.*

AREA/SECTION/UNIT: Grass Valley Area
CLASSIFICATION: Officer
WORKING TITLE: Accident Investigation, Evidence & Court Officer
DATE: June 1, 2008

FUNCTION OF THE POSITION:

Under the supervision of the various uniformed supervisors, perform accident review, evidence handling, court liaison, and other duties as required.

<u>PERCENT</u>	<u>DUTIES ASSIGNED</u>
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	Essential Functions
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50%	
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	Accident Investigation Review Officer:
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The responsibilities of this position are the compiling of Area accident statistics, review of collision reports (checking for accuracy and completion), assisting the public and press with matters pertaining to accidents, collision report processing, processing and forwarding incoming reports done by other agencies or areas for the Grass Valley Area, Coroner Reports. Additionally, the Accident Review Officer shall maintain and log all area generated photographs and prepare them for processing.

10%	
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	Court Liaison Officer:
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The responsibilities of this position include: The distribution of special requests for additional information from the District Attorney's Office, delivering accident, arrest and other reports. Present case to District Attorney if required, & to coordinate and assist on procedural problems that may arise between area operations and the District Attorney's Office.

Non-Essential Duties

- 5% Primary backup to the General Support Officer
 - 3% Focused Enforcement Team Member
 - 2% Hazardous Materials Officer
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40%

School Bus Officer:

The responsibilities of this position include the following:
Administer written and driving tests for applicants seeking to renew or obtain an original certificate to drive a school bus, youth bus, school pupil activity bus, farm labor vehicle, or general public para-transit vehicle, issue temporary special driver certificates, Investigate complaints against school bus, youth bus, SPAB, FLY, or GPPV drivers and carriers, and other persons for violations of law and regulations affecting school pupil and farm labor transportation safety, review all school bus, youth bus, SPAB, FLY, and GPPV accident reports which occur within the jurisdiction of the Grass Valley CHP Area, including the cities of Grass Valley AND Nevada City, make written recommendations to DMV for certificate actions resulting from accidents or other incidents involving certified drivers, approve certain school bus stops, serve as CHP liaison with local school districts and contractors, disseminate information to local school districts and contractors concerning laws and regulations governing the safe operation and transportation of school pupils, and maintain area supplies and files that pertain to bus transportation.

Non-Essential Duties

- 5% Assistant Collision Review Officer
- 3% Secondary backup to the General Support Office
- 3% Mentor Program Coordinator
- 2% DOSC Team Member
- 2% Hazardous Materials Officer

AREA/SECTION/UNIT: Grass Valley Area
CLASSIFICATION: Officer
WORKING TITLE: General Support & PAS Officer
DATE: June 1, 2008

FUNCTION OF THE POSITION:

Under the supervision of the on duty sergeant perform general support, PAS calibration, facility maintenance and other duties as required.

<u>PERCENT</u>	<u>DUTIES ASSIGNED</u>
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	<u>Essential Functions</u>
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90%	General Support duties: The duties of this position include: handling public walk-in contacts and phone information, review of office submitted counter reports, simple VIN verifications and the front office counter, being responsible for the area facility and oversees building security at the end of the day.
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5%	PAS Calibration Officer
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	<u>Non-Essential Functions</u>
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3%	DOSC Team Member
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2%	Ordering of facility related supplies.
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Memorandum

C O N F I D E N T I A L

Date: May 6, 2008

To: Grass Valley Area

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Valley Division

File No.: 201.10916.15583.08-179

Subject: CHAPTER 15 FORMAL INSPECTION RESULTS/ACTION ITEMS

Attached are the results of the recent Chapter Inspection conducted on your command during the first quarter of 2008. Evaluators have provided several recommendations/action items for improvement. As these are all minor in nature, a Division suspense date of July 31, 2008, has been established. Area will be responsible to ensure the corrective actions are implemented and a report on status is generated to Division by the date indicated above.

If you have any questions on the contents of either report, please do not hesitate to contact Assistant Chief Segura or Sergeant Jaeson White, at (916) 464-2090.



A. S. CUEVAS, Chief

Attachments

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

AREA Grass Valley	DIVISION Valley Division	NUMBER 230
EVALUATED BY Asst. Chief Segura, Sgt. White		DATE 03/14/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE 07/31/2008	
FOLLOW-UP REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Correction Report BY July 31, 2008	COMMANDER'S REVIEW DATE
1. GENERAL		EVALUATED Yes	ACTION REQUIRED Yes

a. Are special duty assignments minimized?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is maximum efficiency attained?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are there any special duty functions which could be performed by a beat officer or other support personnel?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
b. Are assigned duties consistent with the job description?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Could duties be combined with another special duty assignment for efficiency?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(2) Which special duty officers (positions) were interviewed?	Ofc. Jeff Pingree, Ofc. Dina Hernandez
c. How are individuals for special duty assignments selected? Positions are briefed and selection is made from respondees based upon level of experience and demonstrated work performance. Interviews may be involved prior to selection by Commander, with input from supervisory staff.	
(1) Are special duty opportunities open to all officers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does selection contribute to attainment of affirmative action goals?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Can the special duty supervisor describe the duties and workload of the special duty personnel?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Upon what criteria are special duty personnel evaluated?	Essential Critical Tasks outlined for the classification.
Additionally, tasks and duties outlined for their position are noted in their monthly CHP 100s.	
(2) Are special duty officers held accountable for their time and performance?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) How is the special duty officer's time planned? Are weekly itineraries provided to the supervisor?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
e. Do the commander and management team have an active interest in special duty programs?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is time taken by the commander to discuss activities and potential problems?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

2. VEHICLE THEFT	EVALUATED Yes	ACTION REQUIRED Yes	CORRECTED
a. What is the scope of the Area's Vehicle Theft Program?	Area does not have a significant theft problem but works well with adjoining allied agencies (YONET) on issues and at least one local officer is very well trained (Dunbar) on vehicle theft.		
b. Are there open lines of communication with the Division vehicle theft coordinator?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Is the commander aware of how to obtain assistance from the Division or Headquarters coordinators?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

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(2) Who is authorized to request assistance from vehicle theft coordinators? Requests are normally routed via from an officer, to the supervisor, to the commander. Sgt. Lavrador is the lead on these types of requests. Area indicated they have had very good response from Division ISU whenever requested. The last occasion involved theft of construction equipment.

c. Is the program effective? ☒ Yes ☐ No

(1) Vehicle theft recovery goals established? ☒ Yes ☐ No

(2) Goals attained? ☒ Yes ☐ No

(3) How does the current number of stolen and recovered vehicles compare to prior time periods? Area's recoveries and arrests rates are relatively stable, as compared to last year.

(4) Are work hours dedicated to the program appropriate? ☒ Yes ☐ No

(5) Do beat officers and supervisors have an interest in the program? ☒ Yes ☐ No

d. Is the program supported by district/city attorneys and the courts? ☒ Yes ☐ No

(1) Has the program been discussed with them? ☒ Yes ☐ No

(2) What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges? The Area works with the local YONET Task Force, which has a DA representative.

e. Do the commander and management team take a personal interest in the program? ☒ Yes ☐ No

(1) What guidance and direction is provided? The Commander communicates directly with the DA, as problems arise, though none have involved vehicle theft prosecution. Area conducted local training during the 4th quarter of 2007 to all officers.

f. Are supervisors knowledgeable of the scope of the vehicle theft problem within the Area? ☒ Yes ☐ No

(1) Do they have an idea of the number of thefts and recoveries in the Area? ☒ Yes ☐ No

(2) Are they knowledgeable of the Department's Vehicle Theft Program? ☒ Yes ☐ No

(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques? ☒ Yes ☐ No

(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures? ☒ Yes ☐ No

(5) Do they give guidance and direction? ☒ Yes ☐ No

(6) Do they demonstrate an interest in the program? ☒ Yes ☐ No

(7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued? ☒ Yes ☐ No

g. Is vehicle theft education/training provided by Area? ☒ Yes ☐ No

(1) Are training aids used? ☒ Yes ☐ No

(2) Are division vehicle theft coordinators/investigators made available for training? ☐ Yes ☒ No

(3) Vehicle theft prevention discussed at briefings? ☒ Yes ☐ No

(4) How is information on unique problems and circumstances disseminated to beat officers? Through training days and shift briefings. Specific training is typically provided by Sgt. Lavrador or Officer Dunbar.

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(5) Are officers and supervisors proficient in locating and decoding VINs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Have any Area officers earned the Department's 10851 Award?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have any officers qualified for the Master 10851 Award?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) How are awards presented? During training days, ideally by a Division representative.		
(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
3. VEHICLE IDENTIFICATION NUMBER PROGRAM	EVALUATED Yes	ACTION REQUIRED Yes
a. Is the VIN program understood by beat officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Who is the assigned VIN officer? Responsibility is shared by two field officers (Dunbar/Hardin).		
(1) How was he/she trained? The primary officer, Dunbar received approved Headquarters-level training. Hardin has not yet been formally trained, due to lack of class availability and staffing shortages.		
(a) Is training adequate?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Is the VIN officer proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the alternate VIN officer? Shared responsibility - see b.		
(4) Are VIN inspections conducted in a secure setting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is Field Support Section used as a resource?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. What kind of system is in place to control the VIN officer's workload? A log is used to manage workload. The shared responsibility assists in keeping workload equity and appointment backlogs to a minimum.		
(1) Are VIN assignments/verifications done on an appointment basis?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is there an excessive backlog?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Is the vehicle owner's convenience a consideration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are field officers and employees having public contact aware of the system used by the VIN officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are associated documents processed promptly and submitted on time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is there proper security for replacement VIN plates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are inventory controls adequate?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are entries legible?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do records match inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are required reports accurate and submitted properly?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Does the VIN officer use relevant information available from allied agencies, DMV and NICB?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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- f. Does VIN officer belong to any professional organizations for exchange of information, such as memberships in any type of various vehicle theft investigator's associations? ☐ Yes ☒ No

4. SCHOOL PUPIL AND FARM LABOR (SP&FL) TRANSPORTATION SAFETY	EVALUATED No	ACTION REQUIRED	CORRECTED
a. Is the Area commander and management team aware of all aspects of the SP&FL Transportation Safety Program conducted in the Area?			<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Does the Area have either a uniformed SP&FL Transportation Officer or a nonuniformed School Bus Officer/Coordinator?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are Area files maintained as required by HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Driver records, CHP 295, State Department of Education T-01, criminal record information, etc.?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) CHP 100E, Monthly Activity Report?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(c) School Bus Traffic Collision Reports and DMV printout H-6?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(d) Approved stops list?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is the School Pupil Transportation Safety Officer/Coordinator proficient in performing assigned duties?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are duties performed in conformance with HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Who is the alternate School Pupil Transportation Safety Officer/Coordinator?			
(4) Are CHP 100Es, Monthly Activity Report, submitted in a timely manner?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Is program time properly justified?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) How much time is allotted?			
(b) Is time sufficient to meet departmental objectives?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(c) Is the time expended within the Area's allotment?			<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Is responsibility for supervision of the School Pupil Transportation Safety Program assigned to a specific supervisor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the supervisor have adequate knowledge of the functions of the Area program?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the supervisor have a copy of HPM 82.4, School Pupil and Farm Labor Transportation Safety manual?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is he/she aware of the officer/coordinator's workload?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Does the supervisor review CHP 100Es, Monthly Activity Report, submitted by the officer/coordinator?			<input type="checkbox"/> Yes <input type="checkbox"/> No
d. What training has the School Pupil Safety Transportation Safety Officer/Coordinator had? Attended In-Service Training classes? Have a thorough, practical knowledge of:			
(1) Departmental policy relating to the School Pupil Safety Transportation Safety Program?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) School bus driver certification?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) School bus accident investigation?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) School bus reinspection?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) School bus routes and stops?			<input type="checkbox"/> Yes <input type="checkbox"/> No

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e. Does the officer/coordinator coordinate activities and information with adjacent Areas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is he/she aware of the technical assistance available from Commercial Vehicle Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is there a sound procedure for scheduling and administering written tests?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are certain days selected for testing so that a maximum number of applicants can be tested at one time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who administers the test?		
(3) Is a proctor present?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Adequate supply of the five variations of both the driver and first aid tests on hand?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Who reviews the tests with the applicants?		
(6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-control?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Are driving errors discussed with the applicant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is the school bus transportation supervisor advised of any additional training needs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Does the School Pupil Safety Transportation Officer conduct on-scene investigations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are follow-up investigations conducted when appropriate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are appropriate special coding made on all school bus investigations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Are hazardous routes or stops reported in writing to the governing board of the school district?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) How many approved stops exist in the Area?		
i. Do field officers take appropriate enforcement and follow-up action for observed school pupil safety related violations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

5. EVIDENCE/PROPERTY CONTROL

EVALUATED

Yes

ACTION REQUIRED

Yes

CORRECTED

a. Has the Area commander demonstrated an interest in the proper control of evidence and property?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who has been assigned by the commander as the evidence/property officer?	Ofc. Jeff Pingree.	
(2) Has an alternate for this position been assigned?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Who is the evidence/property supervisor?	Sergeant Lavrador was recently assigned to oversee most SD functions.	
b. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the supervisor fully understand his/her responsibilities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does he/she follow the guidelines in HPM 70.1, Evidence Manual, regarding audits and inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has a system been implemented which will ensure maintenance of the chain of possession for evidence?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(3) Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are entered items canceled when the property is no longer in CHP possession?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Have procedures been examined for retaining and disposing of:		
(1) Evidence.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Property.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Weapons.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Controlled substances.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Alcoholic beverages.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) License plates.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Money.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Has unclaimed property of value been picked up by the Department of General Services, Material Services Section, for storage and disposal after it has been held for 30 days?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
e. Has the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a suspense system?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are all items properly identified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are accurate records kept on weapons and controlled substances which have been disposed of?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do Area records compare accurately with court records?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are periodic audits completed to ensure integrity of the property system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has a semiannual audit of the property system been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Have more frequent audits been conducted in identified problem areas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Have inventories been conducted periodically to ensure integrity of the system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Is security adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a security log maintained in the property room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

AREA MANAGEMENT EVALUATION**SPECIAL FUNCTIONS**

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- (2) How many sets of keys are there to the evidence/property room and the temporary evidence storage lockers?

2: Commander and E. Ofcr.

- (a) Is the distribution of the keys according to policy?

☒ Yes ☐ No

- (3) Is the evidence/property officer other than the court officer?

☒ Yes ☐ No

- (a) Is the evidence/property officer other than a field officer or an officer involved in collecting evidence?

☒ Yes ☐ No

- (4) Is the property room accessible by repair/maintenance personnel?

☐ Yes ☒ No

- (a) Is the room accessible by repair/maintenance personnel?

☐ Yes ☒ No

- (b) Is there a false ceiling?

☐ Yes ☒ No

- (c) Are door hinges on the inside of the room?

☐ Yes ☒ No

- (d) Are any items which require access by other than the evidence/property officer stored in the room?

☐ Yes ☒ No

- (e) Does Area's property room meet all requirements outlined in HPM 70.1, Evidence Manual?

☐ Yes ☒ No

(If not, have steps been initiated to correct the problem?)

☐ Yes ☒ No

- (5) Are pass-through type temporary storage lockers secured from the inside to prevent entry?

☐ Yes ☒ No

- (a) Is evidence left in these lockers for no more than one day?

☐ Yes ☐ No

- (6) Is Area knowledgeable of investigatory requirements in the event of any instance of suspected tampering with packages containing controlled substances?

☒ Yes ☐ No

- (a) Have any internal investigations been initiated by Area for any such incidents?

☐ Yes ☒ No**6. COLLISION INVESTIGATION FOLLOW-UP**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

- a. Does the Area have an AI officer?

☒ Yes ☐ No

- b. Who is responsible for supervising the officer? Sgt. Mike Lawrence supervises Officer Jeff Pingree

- c. How much time is allocated to the position? 40 percent of a fulltime position. Remaining time is served as other duties.

- (1) Is time allocated sufficient?

☒ Yes ☐ No

- d. Does the collision investigation follow-up officer have a job description?

☒ Yes ☐ No

- (1) Is it current?

☒ Yes ☐ No

- (2) What are the officer's duties? Review AI reports generated by patrol officers. Daily report of outstanding reports are provided to Area Commander for follow-up.

- e. Does the officer understand special reporting requirements?

☒ Yes ☐ No

- f. Does the officer have training or special qualifications that complement the position?

☒ Yes ☐ No

- g. Is the officer available to respond to accidents to provide technical assistance?

☒ Yes ☐ No

- h. Does the officer identify training needs and discuss them with his/her supervisor?

☒ Yes ☐ No

- i. Does the officer prepare charts, graphs, or statistics that identify problem locations for deployment purposes?

☒ Yes ☐ No

- j. Does the officer have other duties, if so, what are they?

☒ Yes ☐ No

Officer Pingree also serves as the Court Officer, facilities, PAS coordinator, evidence officer, OT, front desk.

AREA MANAGEMENT EVALUATION**SPECIAL FUNCTIONS**

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7. COURT LIAISON OFFICER	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Does the Area have an officer assigned court liaison duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Who supervises the officer? Sgt. Lavrador.			
c. How much time is allocated to the position? This officer handles two other SD functions, in addition to Court Liaison.			
d. Does the officer have a job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is it accurate?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) When was it last revised? March 7, 2008			
(3) What are the officer's duties? Officer Pingree serves as a point of contact for DA's office, arrest report review is the responsibility of the Field Supervisors.			
e. Does he/she have responsibilities for prisoner arraignment?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
f. Does the officer command respect of his/her peer group?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
g. Is the court officer involved in the DUI Cost Recovery Program?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
h. Does the officer initiate a CHP 735, Incident Response Reimbursement Statement?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Does the officer(s)' times on the CHP 735 correspond to the times indicated on his/her CHP 415, Daily Field Record?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(2) Does the officer(s) maintain a log?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Does the officer(s) forward the form to Fiscal Management Section after disposition?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
i. How many courts are within the Area's jurisdiction? One criminal and one traffic.			
j. Does the officer deal with more than one district attorney's (DA) office?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
k. Does the officer have other duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If so, what are the other duties? Officer Pingree serves as the Collision Review Officer.			
RE: CHP 735 - Handled by Clerical Unit. Upon inspection, the logs and processes are up to date and adequate.			
8. ASSET FORFEITURE (AF) OFFICER	EVALUATED Yes	ACTION REQUIRED Yes	CORRECTED
a. Does the Area have an officer assigned as AF coordinator?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Does the officer have current job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Is he/she familiar with HPM 81.5, Drug Programs Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Is Area coordinator logging AF cases separate from evidence?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Is there a process in place to ensure proper disposition of AF items?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. Does Area's log agree with the Field Services Section (FSS) and Division log?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If not, why not?			
Area does not have an active AF program. Sgts. Morgan and Lavrador serve as AF coordinators should any case be initiated.			
g. Is the disposition of cases supported by documentation such as arrest reports, court order, and AF distribution memorandum?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

AREA MANAGEMENT EVALUATION
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h. Has the Area seized any vehicles under AF?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) If so, does the AF coordinator know where the vehicles are located and their current disposition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
i. Is the Franchise Tax Board notified of all seizures valued at \$5,000 or more?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
j. Does the AF coordinator complete a misscreen 50?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
k. Does Area notify Division of all vehicle/boat/plane seizures?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
l. Is Fleet Operations Section notified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
m. Are all vehicles stored safely and properly protected from inclement weather?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
n. Are large sums of cash, jewelry, and other small items of value stored in a safety deposit box at a local bank for safekeeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
o. Are large sums of cash deposited in a departmental interest-bearing bank account designated for AF?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
p. What is the procedure in handling monetary AF awards (checks from the DA)?	Follow departmental policy	
q. Is the check remitted to the Area's cashier for transmittal to Fiscal Management Section with proper notifications to FSS and the Division AF coordinator?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

9. SPECIALIZED VEHICLES

	EVALUATED	ACTION REQUIRED	CORRECTED
a. Operation and Inspection	Yes	Yes	
(1) Is there an officer assigned to oversee the operation of specialized vehicles within the Area?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Who supervises the officer(s)?	Sergeant Lavrador handles most of these duties.		
(b) How much time is allocated?	Sergeant Lavrador works these tasks into her field/SD supervisor work schedule.		
(2) Does the officer have a job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Is it accurate?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) When was it last revised?	March 7, 2008		
(3) Do officers understand policy concerning permits, licensing, inspections, and regulations pertaining to specialized vehicles?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Tow Trucks			
(a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Do files contain current contracts and inspection forms?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Are there any recent complaints?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative Supplement?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(e) Who is responsible for inspections?	Sergeant Lavrador oversees them but obtains assistance from the local MRE officer.		
(f) Does an officer occasionally conduct a random inspection to ensure the integrity of the inspection process?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(g) Is there evidence that discrepancies are promptly corrected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

AREA MANAGEMENT EVALUATION**SPECIAL FUNCTIONS**

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(h) Who conducts annual tow meetings? Sergeant Lavrador organizes and Lieutenant Whitmore officiates.

1 Does the commander attend?☒ Yes☐ No2 Is an agenda prepared?☒ Yes☐ No3 Are minutes prepared and circulated for review?☒ Yes☐ No4 When was the last annual meeting? April or May of 2007.

(i) Are rotation and sector assignment procedures clearly established?

☒ Yes☐ No

(j) How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list?

Through a briefing item. Dispatch is also made aware of the suspensions so they may adjust the rotation order.

(k) Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators?

☒ Yes☐ No**(5) Ambulances**

(a) Who is responsible for overseeing the operation of ambulances within the Area?

Area has not conducted any

ambulance inspections, as this aspect of the job is minimal.

(b) Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2?

☐ Yes☒ No

(c) Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13, California Code of Regulations?

☐ Yes☒ No

(d) Are complaints received at Area investigated and documented?

☒ Yes☐ No

(e) If ambulances are removed from service, is there any branch of county government that requests notification?

☒ Yes☐ No1 If so, how is this done?

In addition to any enforcement action, complaints regarding EMS personnel or their

equipment would be routed to the EMS County Coordinator for follow-up action, should such a complaint be initiated.

(f) Are ambulance inspection forms in file current?

☐ Yes☐ No**(6) Armored Vehicles**

(a) Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area?

☐ Yes☒ No

(b) What impact on the Area workload do these inspections have?

Area has not conducted any armored vehicle

inspections.

(7) Authorized Emergency Vehicles (AEV)

(a) Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting equipment. Do initial and renewal inspections create any significant workload on the Area?

☐ Yes☒ No**10. CALIFORNIA RESIDENT FOREIGN REGISTRATION (CRFR) PROGRAM**

EVALUATED

No

ACTION REQUIRED

CORRECTED

AREA MANAGEMENT EVALUATION**SPECIAL FUNCTIONS**

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- a. If the Department currently has an active CRFR program, does the Area have an officer assigned to investigate attempts by California residents to avoid payment of licensing and registration fees due in California? ☐ Yes ☐ No

(1) Who supervises the officer?

- (2) Is sufficient time allocated for this program? ☐ Yes ☐ No

- (3) Does the officer have a job description? ☐ Yes ☐ No

- (a) Is it accurate? ☐ Yes ☐ No

- b. Does the Area program follow the guidelines in the Registration Enforcement Manual, HPM 82.5, Chapter 3? ☐ Yes ☐ No

- c. Are suspected violations documented on Registration 69 forms locally processed, or sent to the DMV Registration Compliance Unit? ☐ Yes ☐ No

- (1) If locally processed, are CHP 215s, Notice to Appear, issued when it is established that California registration is due? ☐ Yes ☐ No

- d. Is the CRFR officer aware that the rules of evidence pertaining to search and seizure apply to violations of this type? ☐ Yes ☐ No

- e. Does the Area report significant statistics to Division by comm-net by the 10th of each month? ☐ Yes ☐ No

- f. Does the degree of compliance gained or the actual revenue collected as a result of the program justify its continuance? ☐ Yes ☐ No

11. GENERAL SUPPORT

EVALUATED	ACTION REQUIRED	CORRECTED
Yes	No	

- a. Is an officer assigned to general support including violation clearance and counter officer? ☒ Yes ☐ No

- b. What additional duties does he/she perform? Front/General Support duties are shared among the two SD officers, the day shift sergeant, and the commander. Other personnel involved in front counter duties are Retired Volunteers and/or officers on limited duty status.

- c. Is there a job description? ☒ Yes ☐ No

- (1) Is it accurate? ☒ Yes ☐ No

- (2) When was it last revised? March 7, 2008

- d. How much time is allocated to this position? Varies between two SD officers.

- e. With minimal instruction, could this position be handled by limited duty personnel? ☒ Yes ☐ No

12. AREA TRAINING OFFICER

EVALUATED	ACTION REQUIRED	CORRECTED
No		

- a. Does the Area have an officer assigned as the Area training officer? ☐ Yes ☐ No

- b. How much time is allocated to this position? Review of this area is deferred to the 3rd Quarter.

- c. Who supervises the officer?

- d. Does the officer have a job description? ☐ Yes ☐ No

- (1) When was it last revised?

- e. Does the officer command the respect of his/her peers? ☐ Yes ☐ No

- f. Does the officer have the support of the supervisors? ☐ Yes ☐ No

AREA MANAGEMENT EVALUATION
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g. What training has been provided to the officer?

h. Has he/she been trained as a Department instructor?

☐ Yes ☐ No

i. Is the officer certified as an officer safety training instructor?

☐ Yes ☐ No

j. Has he/she attended the Department's weapons/range officer training?

☐ Yes ☐ No

k. Is the officer qualified to train employees to use tactical rifles?

☐ Yes ☐ No

l. Is the officer a CPR instructor?

☐ Yes ☐ No

m. What role does the officer have in developing and/or presenting Area training programs?

n. Does the officer keep Area informed of officers deficient in training or those who have superior performance?

☐ Yes ☐ No

o. Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents?

☐ Yes ☐ No

p. Does the officer assist in reviewing injuries to personnel resulting from arrest situations?

☐ Yes ☐ No

q. Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS?

☐ Yes ☐ No

r. Is the officer responsible for performing range maintenance?

☐ Yes ☐ No

s. What other duties or assignments does the training officer have?

13. LIMITED DUTY

EVALUATED
Yes

ACTION REQUIRED
No

CORRECTED

a. Does the Area currently have limited duty personnel assigned?

☐ Yes ☒ No

(1) What are their classifications, and what duties are they assigned?

Area has two officers assigned to LD at this time.

They primarily handle front desk and assist with general SD or clerical tasks.

b. Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of Limited-Duty Assignment?

☒ Yes ☐ No

(1) Could they be used more efficiently?

☐ Yes ☒ No

c. If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to road patrol?

☒ Yes ☐ No

d. Are any current assignments in excess of six months?

☐ Yes ☒ No

e. Do supervisors meet and discuss limited duty assignments with the doctors on questionable cases?

☒ Yes ☐ No

AREA MANAGEMENT EVALUATION**SPECIAL FUNCTIONS**

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f. Are limited duty personnel having public contact appropriately attired?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
14. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS	EVALUATED	ACTION REQUIRED	CORRECTED	
	Yes	No		
a. Does the Area have personnel assigned to special projects or tactical operations?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the position full time or on an on-call basis?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. If full time, is the assignment for a specified number of weeks or months?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What are the duties/responsibilities of the officer?			Area does not have any personnel assigned to special/tactical functions.	
YONET coordination takes place through Sergeant Lavrador.				
e. Who supervises the officer?				
f. How does he/she account for his/her time?				
g. What is the selection criteria for the assignment?				
h. Has the Area member contributed to the success or mission of the team or task force?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
i. Where coordination is appropriate with the Division Investigative Services Unit, is there ongoing discussion regarding activities?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
j. Is there a Memorandum of Understanding (MOU) on file?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
k. Is the special assignment on a reimbursable contract?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If so, is the contract being followed?			<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section	Item	Comments	Action Item
General		The command last completed an informal inspection in 2003.	
1.	a., b.	<p>Grass Valley Area has two SD assignments, though the commander indicated he would like to add a third to handle facility issues and evidence duties, thus enabling an increase in PAO duties. Several other, traditional SD duties, such as training are relegated to field or supervisory personnel as ancillary tasks to avoid surplus administrative positions, and due to personnel constraints.</p> <p>The command recently changed supervisory assignments and Sgt. Lavrador has now assumed SD supervision.</p> <p>Action: SD job descriptions are relatively recent but incomplete, due to recent changes in assignments. Additionally, job descriptions should conform to the outlines provided in HPM 10.3, Chapter 33, Annex A.</p>	X
2.	a.	The Area does not have significant vehicle theft issues, with the bulk of activity taking place within the incorporated portions of its jurisdictions. Area collaborates with allied agencies to provide BOL and problem area information to field personnel.	
	b.	All supervisors have the ability to contact Division for help, with concurrence of the commander. Division has been very responsive in the past.	
	c.	Interest among officers varies, especially since Vehicle Theft is not a significant problem. Area has attained Strategic Plan goals in this category.	
	d.	Area generally receives good support from the courts. However, the commander has established a good rapport with the DA, in the event a significant issue arises.	
	g.	The command provided vehicle theft training during the 3 rd quarter of 2007. Area has not participated in Division training assignments, due to shortages in staffing.	
	h.	<p>The Area commander indicated a schedule of recoveries is kept in a binder which is available for review by all officers. Officers are required to keep their own statistics on recoveries and do so by copying CHP 180s. Two officers recently received awards. 10851 Award statistics are not posted in the office.</p> <p>Action: 10851 statistics should be posted.</p>	X
3.	b.	<p>Officer Dunbar is well versed on VIN duties and has attended formal training. Area VIN workload is not excessive and shared with Officer Hardin. While Hardin assists with this task, he has not received formal training.</p> <p>Action: Contact Division Training Coordinator/ISU and arrange for training for the Area VIN alternate at the earliest opportunity.</p>	X
	d.	<p>VIN records/plates are kept locked in a cabinet. There was no indication of any audits being conducted by supervisory staff.</p> <p>Action: Area suspense files should be modified to ensure at least occasional, annual review of VIN records by the commander/supervisors.</p>	X
5.	f.	<p>Commander indicated quarterly audits are conducted by supervisors, which he reviews. The most recent audit was very thorough and conducted by Sgt. Morgan (attached) who indicated that, while progress has been made in evidence procedures, some issues remain. The most significant of these include destruction/purging of evidence/property. Area recently gained direct access to Court records, which should facilitate the process.</p> <p>Action: Area to continue efforts at relieving backlogs and implementing use of bar scanners to improve processes.</p>	X

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Chapter 15 Inspection Additional Comments
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	h.	<p>Area maintains keys in compliance with policy: one is kept by Officer Pingree and the second is locked/kept by the commander.</p> <p>During Pingree's absences, the processing tasks are assumed by Officer Hernandez; however, access to the evidence room is only available through the commander.</p> <p>While Officer Pingree handles both Court and Evidence duties, this is a necessary arrangement, resulting from only having two SD officers. In cases where a conflict might arise, Sergeant Lavrador or the commander would handle case/evidence processing.</p>	
8.	a.	<p>AF cases are overseen by Sergeants Morgan and Lavrador, although Sergeant Lavrador has not yet received any formal/informal training on this task.</p> <p>The Commander has discussed the most recent change in the CHP's shared revenue policy with the DA.</p> <p>Action: Command to contact Division AF Sergeant in an attempt to arrange some formal training for Sgt. Lavrador.</p>	X
9.	a. - h.	<p>Tow operations/issues represent a significant workload for the SD Sergeant (Lavrador). Area's annual meeting is pending training on the latest TSA training by Headquarters but will likely be scheduled for May.</p> <p>The commander related there are no significant tow issues, other than a high level of competition for big rig tows among the companies. Other issues are seasonal and involve complaints for officer-generated tows during heavy snowfall.</p> <p>The command uses a local form to report tow operator complaints. Complaints which must be formally investigated are handled on a CHP 240.</p> <p>The Commander was not aware of any tow facility inspections having taking place or a schedule for said inspections.</p> <p>The Area does not have significant involvement in inspecting ambulances or other emergency vehicles.</p> <p>Action: Ensure tow facility inspections are conducted in compliance with policy.</p>	X
13.	a. - e.	<p>Due to the seniority in the Area, the command has traditionally had a high level of LD assignments. Accordingly, it has an organized process in place to ensure appropriate assignment to LD tasks. Sergeants routinely attend meetings with care providers to discuss ability to perform LD assignments. The Area assigns a variety of tasks to LD personnel, which include data entry, clerical, front desk duty, etc.</p>	
14.	a. - k.	<p>Area does not have any personnel assigned to special/tactical functions. YONET coordination takes place through Sergeant Lavrador.</p>	



Highway Patrol

GRASS VALLEY AREA

CHAPTER 8 - ADMINISTRATION

- 8.1 SPECIAL DUTY OFFICERS
- 8.2 COMMUNITY SERVICE/SPECIAL ENFORCEMENT OFFICER
- 8.3 INJURY AND ILLNESS PROGRAM
- 8.4 AREA AUTOMOTIVE TECHNICIAN/EQUIPMENT
- 8.5 DOWNIEVILLE RESIDENT POST
- 8.6 AREA AMMUNITION PROCEDURES
- 8.7 GRASS VALLEY AREA ORGANIZATIONAL CHART

8.1 SPECIAL DUTY OFFICERS (FULL TIME)

A. Three traffic officers are assigned as Area Special Duty Officers *for a period of one (1) year*. They will normally work 0800 to 1700 hours with weekends off and are accountable to the Area Commander.

B. Selection of special duty officers

1. It is the policy of this Area to select special duty officers based primarily upon special qualifications required by the position. In the event more than one candidate possesses equal qualifications, seniority will prevail.
2. Officers who desire consideration for a special duty position shall submit a memorandum through channels to the Area Commander indicating the position title and their qualifications for the position.
3. The Area Commander will make the final selection for all special duty positions.
4. All Special Duty Officers are under the supervision of the shift supervisor and/or the Area Commander.
5. *Special Duty Officer assignments will run for a period of 1 year. The Area Commander or designee will evaluate the performance of the officer at the end of the term and may extend the assignment for an additional year.*

C. Duties

1. One officer will be assigned:

a. Collision Investigation Review

Responsible for the following related duties:

- (1.) Area accident statistics
- (2.) Collision reports. Checking for accuracy and completion.
- (3.) Preparing special traffic statistical surveys.
- (4.) Assisting the public and press with matters pertaining to accidents.

(5.) Collision report processing.

(6.) Processing and forwarding incoming reports done by other agencies or areas for the Grass Valley Area.

(7.) Counter reports

(8.) Coroner Reports

b. Tow truck Liaison

These duties shall include:

(1.) Inspection of tow trucks and the enforcement of the regulations governing them. (Article 1 of Subchapter 5, Chapter 2, Title 13, California Code of Regulations.

(2.) Investigate all complaints relating to rotation tow trucks.

(3.) Maintain all required records.

(4.) Establish liaison with owner/operators of area tow trucks.

c. Court Liaison Officer.

These duties shall include:

(1.) Distribute special requests for additional information from the District Attorney's Office.

(2.) Deliver accident, arrest and other reports. Present case to District Attorney if required

(3.) Coordinate and assist on procedural problems that may arise between area operations and the District Attorney's Office.

d. Asset Forfeiture Officer.

These duties shall include:

(1.) Coordinate all seizure cases with the Nevada County District Attorney's Office and CHP, Investigative Services Section.

(2.) Provide for proper and adequate care of all seized assets.

(3.) Review all cases where assets have been seized pursuant to Health and Safety Code Section 11470.

(4.) Deposit seized moneys with the Treasurer of Nevada County at the direction of the asset seizure Deputy District Attorney.

(5.) Assure that seized vehicles are stored with the current evidence towing/storage contractor.

e. The Accident Review Officer shall maintain and log all area generated photographs and prepare them for processing.

f. Hazardous Materials Officer

g. Focused Enforcement Team Member

h. Primary backup to the General Support Officer

2. Another Officer will be assigned:

a. Public Affairs Officer

Duties shall include:

(1.) Represents the Area Commander in coordinating the Public Affairs Program.

(2.) Receives functional guidance and direction from the Division Public Affairs Coordinator.

(3.) News media - planning and developing information for news media regarding accidents and special departmental programs and other matters of special interest.

- (4.) Public Information programs - planning and presenting public information programs directed toward solving special Area problems.
- (5.) Community involvement programs - planning, developing and implementing community involvement programs.
- (6.) Coordination with other organizations - coordinating specific Area programs with allied agencies, news media, and civic groups. Maintain harmonious community relations and solving specific traffic problems.
- (7.) Incident alert - keeping the Area Commander informed of incidents and programs within the area that affect the image and function of the area.
- (8.) Cooperative attitude - assist area personnel in maintaining cooperative attitudes with other agencies, the public and other area personnel.
- (9.) Attend, emcee and photograph awards ceremonies for area personnel.
- (10.) Submit "routine stops" and other matters of interest to California Highway Patrol publications.
- (11.) Advise area personnel of special interest functions.
- (12.) Maintain an adequate supply of public affairs materials on hand at all times.
- (13.) Assist General support officer at front counter on an as needed basis.
- (14.) School programs - responsible for school traffic safety programs for students of all grade levels.

b. DOSC Team Member

c. School Pupil Safety Officer

Duties include:

- (1.) Administer written and driving tests for applicants seeking to renew or obtain an original certificate to drive a school bus, youth bus, school pupil activity bus, farm labor vehicle, or general public para-transit vehicle.
- (2.) Issue temporary special driver certificates.
- (3.) Investigate complaints against school bus, youth bus, SPAB, FLY, or GPPV drivers and carriers, and other persons for violations of law and regulations affecting school pupil and farm labor transportation safety.
- (4.) Review all school bus, youth bus, SPAB, FLY, and GPPV accident reports which occur within the jurisdiction of the Grass Valley CHP Area, including the cities of Grass Valley AND Nevada City.
- (5.) Make written recommendations to DMV for certificate actions resulting from accidents or other incidents involving certified drivers.
- (6.) Approve certain school bus stops.
- (7.) Serve as CHP liaison with local school districts and contractors.
- (8.) Disseminate information to local school districts and contractors concerning laws and regulations governing the safe operation and transportation of school pupils.
- (9.) Maintain area supplies and files that pertain to bus transportation.

- d. Mentor Program Coordinator
- e. Focused Enforcement Team Member
- f. Assistant Evidence Officer
- g. Assistant Collision Review Officer

- h. Secondary backup to the General Support Officer.
 - 3. The third officer will be assigned as the General Support Officer. His duties will include:
 - a. Handling the front counter.
 - b. Being responsible for the area facility and oversees to building security at the end of the day.
-

8.2 COMMUNITY SERVICE/SPECIAL ENFORCEMENT OFFICER

A. One officer will be assigned as a Community Service/Special Enforcement Officer.

1. *This position will be for a one (1) year period and will be placed on the normal request/sign-up sheet each December prior to the occupation of the position.*
2. The duties will include but are not limited to:
 - a. Making personal contact with citizens who have filed a traffic complaint.
 - (1) To form a clear understanding of the problem from the citizen.
 - (2) To assure the citizen his/her concern is important to the CHP and it will be addressed.
 - b. Addressing the complaint
 - (1) High visibility patrol
 - (2) Focused enforcement
 - (3) Engineering remedies when warranted
 - (4) Education when warranted
 - (5) Arranges for additional CHP presence

Memorandum

Date: July 1, 2008

To: Valley Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Oroville Area

File No.: 012.13057.13057.chinspformal

Subject: Formal chapter 15 inspection action items

Valley Division completed a formal Chapter 15 inspection of the Oroville Area in February, 2008. Division identified four minor action items. In a memorandum to Oroville Area dated April 10, 2008, Division requested a response on the status of the action items by June 30, 2008. Oroville Area has complied with or scheduled completion of all identified action items as of this date.

If any additional information is needed, please do not hesitate to contact me at (530) 538-2700.



W. PERLSTEIN, Lieutenant
Commander

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

AREA Oroville	DIVISION Valley	NUMBER 240
EVALUATED BY Segura / White / Stockwell		DATE 02/27/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE 06/30/2008	
FOLLOW-UP REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW DATE _____
1. GENERAL		EVALUATED Yes	ACTION REQUIRED Yes

a. Are special duty assignments minimized?

☒ Yes ☐ No

(1) Is maximum efficiency attained?

☒ Yes ☐ No

(2) Are there any special duty functions which could be performed by a beat officer or other support personnel?

☐ Yes ☒ No

b. Are assigned duties consistent with the job description?

☐ Yes ☐ No

(1) Could duties be combined with another special duty assignment for efficiency?

☐ Yes ☒ No

(2) Which special duty officers (positions) were interviewed?

Officers Smith and Euritt, who comprise the SD staff.

c. How are individuals for special duty assignments selected?

Advertised via briefing item, selected by supervisors/Commander on

basis of demonstrated ability and willingness to do the job, as well as experience/qualifications.

(1) Are special duty opportunities open to all officers?

☒ Yes ☐ No

(2) Does selection contribute to attainment of affirmative action goals?

☒ Yes ☐ No

d. Can the special duty supervisor describe the duties and workload of the special duty personnel?

☒ Yes ☐ No

(1) Upon what criteria are special duty personnel evaluated?

Evaluated through use of specific CHP 100 comments. Staff is

small enough for supervisor to keep close track of their workload and activities.

(2) Are special duty officers held accountable for their time and performance?

☒ Yes ☐ No

(3) How is the special duty officer's time planned? Are weekly itineraries provided to the supervisor?

☐ Yes ☒ No

e. Do the commander and management team have an active interest in special duty programs?

☒ Yes ☐ No

(1) Is time taken by the commander to discuss activities and potential problems?

☒ Yes ☐ No

2. VEHICLE THEFT

EVALUATED Yes	ACTION REQUIRED Yes	CORRECTED
------------------	------------------------	-----------

a. What is the scope of the Area's Vehicle Theft Program?

The Area experienced 175 thefts and recovered 181 vehicles last

year. The appointment of a Felony Officer will assist with addressing all serious/felony crimes, including theft.

b. Are there open lines of communication with the Division vehicle theft coordinator?

☒ Yes ☐ No

(1) Is the commander aware of how to obtain assistance from the Division or Headquarters coordinators?

☒ Yes ☐ No

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

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(2) Who is authorized to request assistance from vehicle theft coordinators?

The supervisors and Commander are authorized to

make contact with Division ISU.

c. Is the program effective?

☒ Yes ☐ No

(1) Vehicle theft recovery goals established?

☒ Yes ☐ No

(2) Goals attained?

☒ Yes ☐ No

(3) How does the current number of stolen and recovered vehicles compare to prior time periods?

Favorably. Vehicle theft is

reported on in quarterly Strategic Plan updates.

(4) Are work hours dedicated to the program appropriate?

☒ Yes ☐ No

(5) Do beat officers and supervisors have an interest in the program?

☒ Yes ☐ No

d. Is the program supported by district/city attorneys and the courts?

☒ Yes ☐ No

(1) Has the program been discussed with them?

☐ Yes ☒ No

(2) What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges?

Commander is

new to the Area and has not had a chance to discuss this specific topic with the courts/DA; however, no indication of prior

e. Do the commander and management team take a personal interest in the program?

☒ Yes ☐ No

(1) What guidance and direction is provided?

The Commander is a recent arrival and indicated he was not familiar with

local process in this area. He will endeavor to find out and bolster the program, where applicable.

f. Are supervisors knowledgeable of the scope of the vehicle theft problem within the Area?

☒ Yes ☐ No

(1) Do they have an idea of the number of thefts and recoveries in the Area?

☒ Yes ☐ No

(2) Are they knowledgeable of the Department's Vehicle Theft Program?

☒ Yes ☐ No

(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques?

☒ Yes ☐ No

(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?

☒ Yes ☐ No

(5) Do they give guidance and direction?

☒ Yes ☐ No

(6) Do they demonstrate an interest in the program?

☒ Yes ☐ No

(7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?

☒ Yes ☐ No

g. Is vehicle theft education/training provided by Area?

☒ Yes ☐ No

(1) Are training aids used?

☒ Yes ☐ No

(2) Are division vehicle theft coordinators/investigators made available for training?

☐ Yes ☒ No

(3) Vehicle theft prevention discussed at briefings?

☒ Yes ☐ No

(4) How is information on unique problems and circumstances disseminated to beat officers?

Through SROVT and briefing items.

Also during Training Days.

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

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(5) Are officers and supervisors proficient in locating and decoding VINs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Have any Area officers earned the Department's 10851 Award?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have any officers qualified for the Master 10851 Award?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) How are awards presented?	During Training Days.	
(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
3. VEHICLE IDENTIFICATION NUMBER PROGRAM	EVALUATED Yes	ACTION REQUIRED Yes
a. Is the VIN program understood by beat officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Who is the assigned VIN officer?	Officer M. Ortiz is primary and Officer Rodgers assists.	
(1) How was he/she trained?	Vehicle Theft Class provided by ESS.	
(a) Is training adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the VIN officer proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the alternate VIN officer?		
(4) Are VIN inspections conducted in a secure setting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is Field Support Section used as a resource?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. What kind of system is in place to control the VIN officer's workload?	Officer currently worked patrol duties on graveyard. Officer Ortiz schedules appointments when necessary.	
(1) Are VIN assignments/verifications done on an appointment basis?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is there an excessive backlog?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Is the vehicle owner's convenience a consideration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are field officers and employees having public contact aware of the system used by the VIN officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are associated documents processed promptly and submitted on time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is there proper security for replacement VIN plates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are inventory controls adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are entries legible?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do records match inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are required reports accurate and submitted properly?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
e. Does the VIN officer use relevant information available from allied agencies, DMV and NICB?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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- f. Does VIN officer belong to any professional organizations for exchange of information, such as memberships in any type of various vehicle theft investigator's associations? ☐ Yes ☒ No

4. SCHOOL PUPIL AND FARM LABOR (SP&FL) TRANSPORTATION SAFETY

EVALUATED
No

ACTION REQUIRED

CORRECTED

- a. Is the Area commander and management team aware of all aspects of the SP&FL Transportation Safety Program conducted in the Area? ☐ Yes ☐ No

- b. Does the Area have either a uniformed SP&FL Transportation Officer or a nonuniformed School Bus Officer/Coordinator? ☐ Yes ☐ No

- (1) Are Area files maintained as required by HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual? ☐ Yes ☐ No

- (a) Driver records, CHP 295, State Department of Education T-01, criminal record information, etc.? ☐ Yes ☐ No

- (b) CHP 100E, Monthly Activity Report? ☐ Yes ☐ No

- (c) School Bus Traffic Collision Reports and DMV printout H-6? ☐ Yes ☐ No

- (d) Approved stops list? ☐ Yes ☐ No

- ~~(2) Is the School Pupil Transportation Safety Officer/Coordinator proficient in performing assigned duties?~~ ☐ Yes ☐ No

- (a) Are duties performed in conformance with HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual? ☐ Yes ☐ No

- (3) Who is the alternate School Pupil Transportation Safety Officer/Coordinator?

- (4) Are CHP 100Es, Monthly Activity Report, submitted in a timely manner? ☐ Yes ☐ No

- (5) Is program time properly justified? ☐ Yes ☐ No

- (a) How much time is allotted?

- (b) Is time sufficient to meet departmental objectives? ☐ Yes ☐ No

- (c) Is the time expended within the Area's allotment? ☐ Yes ☐ No

- c. Is responsibility for supervision of the School Pupil Transportation Safety Program assigned to a specific supervisor? ☐ Yes ☐ No

- (1) Does the supervisor have adequate knowledge of the functions of the Area program? ☐ Yes ☐ No

- (2) Does the supervisor have a copy of HPM 82.4, School Pupil and Farm Labor Transportation Safety manual? ☐ Yes ☐ No

- (3) Is he/she aware of the officer/coordinator's workload? ☐ Yes ☐ No

- (4) Does the supervisor review CHP 100Es, Monthly Activity Report, submitted by the officer/coordinator? ☐ Yes ☐ No

- d. What training has the School Pupil Safety Transportation Safety Officer/Coordinator had? Attended In-Service Training classes? Have a thorough, practical knowledge of:

- (1) Departmental policy relating to the School Pupil Safety Transportation Safety Program? ☐ Yes ☐ No

- (2) School bus driver certification? ☐ Yes ☐ No

- (3) School bus accident investigation? ☐ Yes ☐ No

- (4) School bus reinspection? ☐ Yes ☐ No

- (5) School bus routes and stops? ☐ Yes ☐ No

AREA MANAGEMENT EVALUATION

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e. Does the officer/coordinator coordinate activities and information with adjacent Areas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is he/she aware of the technical assistance available from Commercial Vehicle Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is there a sound procedure for scheduling and administering written tests?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are certain days selected for testing so that a maximum number of applicants can be tested at one time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who administers the test?		
(3) Is a proctor present?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Adequate supply of the five variations of both the driver and first aid tests on hand?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Who reviews the tests with the applicants?		
(6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-control?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Are driving errors discussed with the applicant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is the school bus transportation supervisor advised of any additional training needs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Does the School Pupil Safety Transportation Officer conduct on-scene investigations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are follow-up investigations conducted when appropriate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are appropriate special coding made on all school bus investigations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Are hazardous routes or stops reported in writing to the governing board of the school district?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) How many approved stops exist in the Area?		
i. Do field officers take appropriate enforcement and follow-up action for observed school pupil safety related violations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

5. EVIDENCE/PROPERTY CONTROL

	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Has the Area commander demonstrated an interest in the proper control of evidence and property?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Who has been assigned by the commander as the evidence/property officer?		Officer Jim Smith	
(2) Has an alternate for this position been assigned?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Who is the evidence/property supervisor?		Sergeant Steve Muders	
b. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
(1) Does the supervisor fully understand his/her responsibilities?	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
(a) Does he/she follow the guidelines in HPM 70.1, Evidence Manual, regarding audits and inventories?	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
(2) Has a system been implemented which will ensure maintenance of the chain of possession for evidence?	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
(a) Is the system adequate?	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No

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(3) Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are entered items canceled when the property is no longer in CHP possession?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Have procedures been examined for retaining and disposing of:		
(1) Evidence.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Property.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Weapons.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Controlled substances.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Alcoholic beverages.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) License plates.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Money.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Has unclaimed property of value been picked up by the Department of General Services, Material Services Section, for storage and disposal after it has been held for 30 days?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Has the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a suspense system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are all items properly identified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are accurate records kept on weapons and controlled substances which have been disposed of?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do Area records compare accurately with court records?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are periodic audits completed to ensure integrity of the property system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has a semiannual audit of the property system been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Have more frequent audits been conducted in identified problem areas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Have inventories been conducted periodically to ensure integrity of the system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Is security adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a security log maintained in the property room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

AREA MANAGEMENT EVALUATION**SPECIAL FUNCTIONS**

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- (2) How many sets of keys are there to the evidence/property room and the temporary evidence storage lockers?

2: 1 Lt., 1 evid. ofcr.

- (a) Is the distribution of the keys according to policy?

☒ Yes ☐ No

- (3) Is the evidence/property officer other than the court officer?

☒ Yes ☐ No

- (a) Is the evidence/property officer other than a field officer or an officer involved in collecting evidence?

☒ Yes ☐ No

- (4) Is the property room accessible by repair/maintenance personnel?

☐ Yes ☒ No

- (a) Is the room accessible by repair/maintenance personnel?

☐ Yes ☒ No

- (b) Is there a false ceiling?

☐ Yes ☒ No

- (c) Are door hinges on the inside of the room?

☐ Yes ☒ No

- (d) Are any items which require access by other than the evidence/property officer stored in the room?

☐ Yes ☒ No

- (e) Does Area's property room meet all requirements outlined in HPM 70.1, Evidence Manual?

☒ Yes ☐ No

(If not, have steps been initiated to correct the problem?)

☐ Yes ☐ No

- (5) Are pass-through type temporary storage lockers secured from the inside to prevent entry?

☐ Yes ☐ No

- (a) Is evidence left in these lockers for no more than one day?

☐ Yes ☐ No

- (6) Is Area knowledgeable of investigatory requirements in the event of any instance of suspected tampering with packages containing controlled substances?

☒ Yes ☐ No

- (a) Have any internal investigations been initiated by Area for any such incidents?

☐ Yes ☒ No**6. COLLISION INVESTIGATION FOLLOW-UP**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

- a. Does the Area have an AI officer?

☒ Yes ☐ No

- b. Who is responsible for supervising the officer? SD oversight responsibilities are assigned to Sergeant Muders.

- c. How much time is allocated to the position? Approximately 60%

- (1) Is time allocated sufficient?

☒ Yes ☐ No

- d. Does the collision investigation follow-up officer have a job description?

☒ Yes ☐ No

- (1) Is it current?

☒ Yes ☐ No

- (2) What are the officer's duties? Officer enters and reviews reports.

- e. Does the officer understand special reporting requirements?

☒ Yes ☐ No

- f. Does the officer have training or special qualifications that complement the position?

☒ Yes ☐ No

- g. Is the officer available to respond to accidents to provide technical assistance?

☒ Yes ☐ No

- h. Does the officer identify training needs and discuss them with his/her supervisor?

☒ Yes ☐ No

- i. Does the officer prepare charts, graphs, or statistics that identify problem locations for deployment purposes?

☒ Yes ☐ No

- j. Does the officer have other duties, if so, what are they?

☒ Yes ☐ No

Evidence Officer.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
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7. COURT LIAISON OFFICER	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Does the Area have an officer assigned court liaison duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Who supervises the officer? Sergeant Muders.			
c. How much time is allocated to the position? 60 % of a fulltime position.			
d. Does the officer have a job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is it accurate?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) When was it last revised? 09/2007			
(3) What are the officer's duties? After shift sergeant review, officer enters report, reviews and submits to DA.			
e. Does he/she have responsibilities for prisoner arraignment?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
f. Does the officer command respect of his/her peer group?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
g. Is the court officer involved in the DUI Cost Recovery Program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
h. Does the officer initiate a CHP 735, Incident Response Reimbursement Statement?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the officer(s)' times on the CHP 735 correspond to the times indicated on his/her CHP 415, Daily Field Record?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the officer(s) maintain a log?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Does the officer(s) forward the form to Fiscal Management Section after disposition?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
i. How many courts are within the Area's jurisdiction? One - Butte			
j. Does the officer deal with more than one district attorney's (DA) office?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
k. Does the officer have other duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If so, what are the other duties? School bus, PAO and PAS			

8. ASSET FORFEITURE (AF) OFFICER	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Does the Area have an officer assigned as AF coordinator?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Does the officer have current job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Is he/she familiar with HPM 81.5, Drug Programs Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Is Area coordinator logging AF cases separate from evidence?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Is there a process in place to ensure proper disposition of AF items?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. Does Area's log agree with the Field Services Section (FSS) and Division log?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If not, why not?			
Although there is no active program in the Area, Officer Smith acts as the coordinator, as necessary.			
g. Is the disposition of cases supported by documentation such as arrest reports, court order, and AF distribution memorandum?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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h. Has the Area seized any vehicles under AF?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) If so, does the AF coordinator know where the vehicles are located and their current disposition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
i. Is the Franchise Tax Board notified of all seizures valued at \$5,000 or more?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
j. Does the AF coordinator complete a misscreen 50?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
k. Does Area notify Division of all vehicle/boat/plane seizures?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
l. Is Fleet Operations Section notified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
m. Are all vehicles stored safely and properly protected from inclement weather?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
n. Are large sums of cash, jewelry, and other small items of value stored in a safety deposit box at a local bank for safekeeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
o. Are large sums of cash deposited in a departmental interest-bearing bank account designated for AF?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
p. What is the procedure in handling monetary AF awards (checks from the DA)?	Follows departmental policy	
q. Is the check remitted to the Area's cashier for transmittal to Fiscal Management Section with proper notifications to FSS and the Division AF coordinator?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

9. SPECIALIZED VEHICLES

EVALUATED

Yes

ACTION REQUIRED

Yes

CORRECTED

a. Operation and Inspection		
(1) Is there an officer assigned to oversee the operation of specialized vehicles within the Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Who supervises the officer(s)?	Sergeant Muders.	
(b) How much time is allocated?	Officer Smith oversees various SD duties. Sufficient time is allotted for these tasks.	
(2) Does the officer have a job description?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is it accurate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) When was it last revised?	09/2007	
(3) Do officers understand policy concerning permits, licensing, inspections, and regulations pertaining to specialized vehicles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Tow Trucks		
(a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Do files contain current contracts and inspection forms?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Are there any recent complaints?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(d) Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative Supplement?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(e) Who is responsible for inspections?	Officer Smith handles all tow-related inspections, meetings and complaint processes.	
(f) Does an officer occasionally conduct a random inspection to ensure the integrity of the inspection process?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(g) Is there evidence that discrepancies are promptly corrected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**AREA MANAGEMENT EVALUATION
SPECIAL FUNCTIONS**

CHP 453Q (Rev. 6-06) OPI 009

(h) Who conducts annual tow meetings? Officer Smith coordinates; commander officiates.

1 Does the commander attend? ☒ Yes ☐ No

2 Is an agenda prepared? ☒ Yes ☐ No

3 Are minutes prepared and circulated for review? ☐ Yes ☒ No

4 When was the last annual meeting? May or June of 07.

(i) Are rotation and sector assignment procedures clearly established? ☒ Yes ☐ No

(j) How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list?

Via briefing item, during Training Days, and through dispatch advisements.

(k) Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators? ☒ Yes ☐ No

(5) Ambulances

(a) Who is responsible for overseeing the operation of ambulances within the Area? Officer Smith, although Area has not been involved in any inspections of Ambulances in recent past.

(b) Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2? ☒ Yes ☐ No

(c) Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13, California Code of Regulations? ☐ Yes ☒ No

(d) Are complaints received at Area investigated and documented? ☒ Yes ☐ No

(e) If ambulances are removed from service, is there any branch of county government that requests notification? ☒ Yes ☐ No

1 If so, how is this done? Only County EMS might be interested. Area has not run into this situation in recent history.

(f) Are ambulance inspection forms in file current? ☒ Yes ☐ No

(6) Armored Vehicles

(a) Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area? ☐ Yes ☒ No

(b) What impact on the Area workload do these inspections have? None. No inspections have been conducted.

(7) Authorized Emergency Vehicles (AEV)

(a) Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting equipment. Do initial and renewal inspections create any significant workload on the Area? ☐ Yes ☒ No

**10. CALIFORNIA RESIDENT FOREIGN REGISTRATION (CRFR)
PROGRAM**

EVALUATED
Yes

ACTION REQUIRED
No

CORRECTED

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

- a. If the Department currently has an active CRFR program, does the Area have an officer assigned to investigate attempts by California residents to avoid payment of licensing and registration fees due in California? ☐ Yes ☒ No

(1) Who supervises the officer? No formal program. Field supervisors provide guidance to officers involved in CRFR incidents.

- (2) Is sufficient time allocated for this program? ☒ Yes ☐ No

- (3) Does the officer have a job description? ☐ Yes ☒ No

- (a) Is it accurate? ☐ Yes ☐ No

- b. Does the Area program follow the guidelines in the Registration Enforcement Manual, HPM 82.5, Chapter 3? ☒ Yes ☐ No

- c. Are suspected violations documented on Registration 69 forms locally processed, or sent to the DMV Registration Compliance Unit? ☒ Yes ☐ No

- (1) If locally processed, are CHP 215s, Notice to Appear, issued when it is established that California registration is due? ☒ Yes ☐ No

- d. Is the CRFR officer aware that the rules of evidence pertaining to search and seizure apply to violations of this type? ☒ Yes ☐ No

- e. Does the Area report significant statistics to Division by comm-net by the 10th of each month? ☒ Yes ☐ No

- f. Does the degree of compliance gained or the actual revenue collected as a result of the program justify its continuance? ☐ Yes ☐ No

11. GENERAL SUPPORT

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

- a. Is an officer assigned to general support including violation clearance and counter officer? ☒ Yes ☐ No

- b. What additional duties does he/she perform? Both SD officers assist with front counter duties, as time allows. When both are busy/unavailable, the Administrative Sergeant (Muders) assists with coverage.

- c. Is there a job description? ☒ Yes ☐ No

- (1) Is it accurate? ☒ Yes ☐ No

- (2) When was it last revised? 09/2007

- d. How much time is allocated to this position?

- e. With minimal instruction, could this position be handled by limited duty personnel? ☒ Yes ☐ No

12. AREA TRAINING OFFICER

EVALUATED

No

ACTION REQUIRED

CORRECTED

- a. Does the Area have an officer assigned as the Area training officer? ☐ Yes ☐ No

- b. How much time is allocated to this position?

- c. Who supervises the officer?

- d. Does the officer have a job description? ☐ Yes ☐ No

- (1) When was it last revised?

- e. Does the officer command the respect of his/her peers? ☐ Yes ☐ No

- f. Does the officer have the support of the supervisors? ☐ Yes ☐ No

AREA MANAGEMENT EVALUATION**SPECIAL FUNCTIONS**

CHP 453Q (Rev. 6-06) OPI 009

g. What training has been provided to the officer?

h. Has he/she been trained as a Department instructor?

☐ Yes☐ No

i. Is the officer certified as an officer safety training instructor?

☐ Yes☐ No

j. Has he/she attended the Department's weapons/range officer training?

☐ Yes☐ No

k. Is the officer qualified to train employees to use tactical rifles?

☐ Yes☐ No

l. Is the officer a CPR instructor?

☐ Yes☐ No

m. What role does the officer have in developing and/or presenting Area training programs?

n. Does the officer keep Area informed of officers deficient in training or those who have superior performance?

☐ Yes☐ No

o. Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents?

☐ Yes☐ No

p. Does the officer assist in reviewing injuries to personnel resulting from arrest situations?

☐ Yes☐ No

q. Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS?

☐ Yes☐ No

r. Is the officer responsible for performing range maintenance?

☐ Yes☐ No

s. What other duties or assignments does the training officer have?

13. LIMITED DUTY

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Does the Area currently have limited duty personnel assigned?

☐ Yes☒ No

(1) What are their classifications, and what duties are they assigned?

Area does not presently have anyone assigned to LD,

although Commander was aware of policy on the matter.

b. Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of Limited-Duty Assignment?

☒ Yes☐ No

(1) Could they be used more efficiently?

☐ Yes☒ No

c. If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to road patrol?

☒ Yes☐ No

d. Are any current assignments in excess of six months?

☐ Yes☒ No

e. Do supervisors meet and discuss limited duty assignments with the doctors on questionable cases?

☒ Yes☐ No

AREA MANAGEMENT EVALUATION**SPECIAL FUNCTIONS**

CHP 453Q (Rev. 6-06) OPI 009

f. Are limited duty personnel having public contact appropriately attired?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
14. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS	EVALUATED	ACTION REQUIRED	CORRECTED	
	Yes	No		
a. Does the Area have personnel assigned to special projects or tactical operations?			<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
b. Is the position full time or on an on-call basis?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. If full time, is the assignment for a specified number of weeks or months?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What are the duties/responsibilities of the officer?			No personnel are assigned to Task Forces or on special assignment at this time.	
e. Who supervises the officer?				
f. How does he/she account for his/her time?				
g. What is the selection criteria for the assignment?				
h. Has the Area member contributed to the success or mission of the team or task force?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
i. Where coordination is appropriate with the Division Investigative Services Unit, is there ongoing discussion regarding activities?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
j. Is there a Memorandum of Understanding (MOU) on file?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
k. Is the special assignment on a reimbursable contract?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If so, is the contract being followed?			<input type="checkbox"/> Yes	<input type="checkbox"/> No

Oroville Area
Chapter 15 Inspection Additional Comments
Page 1 of 2

Section	Item	Comments	Action Item
General		The Commander recently reported to the Area. The command files did not include a copy of the last formal/informal Chapter 15 Inspection.	
1.	a., b.	<p>Oroville Area presently has two full time SD officers. Due to the extensive SSP responsibilities, the previous Commander had determined a need for an officer to handle Felony/SSP/Investigations effective 4/1. While this position will be designated SD, the duties will primarily be field oriented and provide assistance to less experienced officers with complicated cases. The new Commander will monitor the position's activity and need to see if it is justified for the long term.</p> <p>In order to ensure operational needs are met, various other, traditional SD duties/tasks, such as Training and VIN are assigned to field personnel.</p> <p>Actions: The commander should ensure personal involvement in informal inspections to develop familiarity with command processes and operations.</p> <p>SD job descriptions should be updated to reflect the new SD assignment. Position descriptions should conform to the outlines provided in HPM 10.3, Chapter 33, Annex A.</p> <p>Command should establish and maintain an informal inspection schedule, as suggested in HPG 22.1 and retain documentation for future reference.</p>	X
	d., e.	Both officers work front counter duties, with the Commander or a sergeant filling in, as the need arises during times when they are both occupied by other tasks.	
2.	a. – d.	<p>The Area's does not appear to have a significant vehicle theft problem or activity. Commander indicated all supervisors have the ability to contact Division for help, with concurrence of the commander. Recent requests were well responded to.</p> <p>The Commander has not yet had an opportunity to discuss this topic with the DA's office.</p>	
	g., h.	<p>The command has not had recent, formal training in this area; however, Area provides SROVT training and annual refreshers.</p> <p>The Commander was unaware of how officer 10851 Award statistics are maintained. Said information was not located posted in the office.</p> <p>Action: Determine if formal process for tracking and posting this information exists, ensure statistics are posted.</p> <p>Area should also consider seeking the assistance of Division ISU to assist with formal training.</p>	X
3.	b.	Area recently sent two officers to VIN training. The primary officer works the field and inspections are normally through appointment only. No significant back up was evident.	
	d.	Commander indicated he has not personally been involved in reviewing the VIN paperwork, due to his recent arrival, and was unsure of the storage location.	X

Oroville Area

Chapter 15 Inspection Additional Comments

Page 2 of 2

		<p>Area's CHP 97, Monthly Inventory Control Replacement VIN Plates (Pre-Numbered), was found to be out-of-date.</p> <p>Actions: Commander should suspend and ensure at least occasional, annual review of VIN records.</p> <p>Area to update CHP 97.</p>	
5.	a.	Commander indicated audits are conducted by supervisors. He was personally involved in the most recent audit.	
	b. (3)	The evidence officer examines the evidence/property record file daily to determine if cases are active.	
	f. - h.	<p>Area recently completed a change-of-command audit (attached), which outlined efforts necessary to clear back-logs in adjudicated cases and to dispose of accumulated drugs and weapons.</p> <p>Security appeared to comply with policy. Only two keys are available: the Commander's and the Evidence Officer's the former is locked and sealed as per policy. The evidence/property room door had been re-keyed two days prior to the audit, due to the Area's change of command.</p> <p>The door to the evidence/property room has the hinges on the outside, however there are two opposing deadbolt key locks to secure the room.</p> <p>I conducted an audit of 5 items. Officer Smith was able to either locate each item in the evidence/property room or show me its proper disposition.</p>	
9.	a. - h.	<p>The Area's annual meeting will be scheduled as soon as the HQ training is completed.</p> <p>The Commander is presently looking at potential issues created by Oroville PD using the CHP rotation schedule for their city needs.</p> <p>The Commander indicated equipment inspections are conducted annually but is not aware of tow facility inspections having taking place or of a schedule for said inspections.</p> <p>The Area does not have significant involvement in inspecting ambulances or other emergency vehicles.</p> <p>Action: Ensure tow facility inspections are conducted in compliance with policy.</p>	X
13.	a. - e.	Although there are no existing LD assignments, Area has an organized process in place to ensure appropriate discussions take place between supervisory staff and medical representatives. In the past, the Area has assigned a variety of tasks to LD personnel, which include data entry, clerical, front desk duty, etc.	
14.	a. - k.	<p>Area does not participate on any task forces or Division's MFF or Warrant Service Teams.</p> <p>Area does have a Sergeant that participates in the Division CIIT. His participation and activity is monitored by the Commander, in consultation with the ISU Lieutenant.</p>	

OROVILLE AREA

STANDARD OPERATING PROCEDURES

5.1.3

SPECIAL DUTY OFFICERS

STAYS
w/ Division's
Five

A. GENERAL

The Special Duty officers are directly accountable to the Area Commander. Each officer is the principal back up for the other, and each officer is cross trained in the following duties. Additional support will be assigned as necessary. Special Duty assignments will normally be for a minimum of two years and a maximum of four years, at the discretion of the Area Commander.

B. The duties of these positions include:

1. District Attorney/Court Liaison
 - a. Coordinates with the District Attorney's Office to ensure the filing of criminal complaints.
 - b. Ensures in-custody reports are submitted to the District Attorney's Office within the necessary time frames.
 - c. Transports prisoners when necessary.
 - d. Coordinates with the courts on court-related matters.
 - e. Picks up and delivers subpoenas.
 - f. Coordinates asset forfeiture cases.
2. Accident Review
 - a. Reviews accident reports.
 - b. Conducts follow-up investigations on accidents and incidents as necessary.
 - c. Maintains statistical information.

3. School Bus

- a. Examines and licenses school bus drivers.
- b. Reviews all school bus complaints.
- c. Performs the final review of all accidents involving school bus.
- d. Reviews bus stops requiring approval and makes written replies as provided in HPM 82.7.
- e. Maintains records of school bus drivers.

4. Dealer's Responsibility Violations, 24007 VC

Investigates and conducts follow-up on complaints in accordance with General Orders 100.74.

5. Area VIN

- a. Assigns VIN numbers.
- b. Maintains records of VIN assignments.
- c. Maintains liaison with Valley Division Vehicle Theft Unit and allied agencies for vehicle identification purposes.

6. Evidence and Property

- a. Maintains logs and records of property and evidence as required.
- b. Receives evidence and property submitted by officers and assures items are secured.
- c. Transports evidence to the DOJ Lab in Chico when necessary.
- d. Disposes of evidence and property as required.
- e. Assures supplies are available to officers. (Blood envelopes, vials, etc.)

7. General Support

- a. Assists in the clearance of enforcement documents presented at the Area office.
- b. Answers questions and/or performs the necessary research on matters pertaining to the Vehicle Code.
- c. Answers questions from the public relative to matters within the Department's scope of responsibility.

8. Public Affairs

- a. Maintains good rapport with local news media, community groups, and allied agencies.
- b. Assures that news releases are disseminated in a timely manner.
- c. Speaks or assigns other members of the Department to speak at engagements when requested.
- d. Completes staff projects as assigned.
- e. Attends meetings as the Departmental representative when assigned.

9. Tow Truck Inspection

- a. Solicits bids for the Area Tow Truck rotation list and conducts annual tow truck meetings.
- b. Conducts annual tow truck inspections.
- c. Conducts investigations of complaints received against rotation tow companies.
- d. Maintains records on all rotation tow companies showing compliance with the current CHP contract, insurance, etc.

10. Ambulance Inspection

- a. Conducts annual ambulance inspections assuring compliance with CHP standards, insurance, records, etc.
- b. Maintains records on ambulance companies.

C. The specific special duty assignments are:

35-D1

ACCIDENT REVIEW

SCHOOL BUS

PUBLIC AFFAIRS

FRONT COUNTER

35-D2

DISTRICT ATTORNEY/COURT LIAISON

TOW TRUCK INSPECTION

AMBULANCE INSPECTION

FRONT COUNTER

ASSET FORFEITURE

EVIDENCE AND PROPERTY

Memorandum

Date: June 3, 2008

To: Valley Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Chico Area

File No.: 241.12673.C15cm.Doc

Subject: CHAPTER 15 FORMAL INSPECTION CORRECTION MEMORANDUM

The Chico Area has reviewed the findings of the recent Chapter 15 inspection conducted by Valley Division personnel. The Area has taken the following measures to correct identified deficiencies:

Item 1 (a) (b) – The Chico Area has reviewed HPM 10.3, Chapter 33, Annex A, and has made the necessary corrections to the job descriptions listed in the Area's SOP. The job descriptions now conform to the outlines provided in the manual.

Item 2 (g) – The Chico Area has scheduled vehicle theft training for August 13th and 20th, of this year.

Item 2 (h) – The Chico Area has an established procedure for maintaining statistics of 10851 awards. The commander has familiarized himself with the procedures and the statistics have been posted for review.

Item 3 (d) – The Chico Area has implemented a quarterly audit procedure of all VIN plates.

Item 5 (c)(3) – The Chico Area has prepared a new letter to the Butte County District Attorney's office requesting approval to destroy a lengthy list of weapons.

Item 5 (d) – The Chico Area evidence officer has contacted the local police department and made arrangements to transfer all of our unclaimed property of value to their department.

Item 9 (a-h) – The Chico Area has scheduled tow facility inspections during the third quarter of 2008.

Safety, Service, and Security

Valley Division

Page 2

June 3, 2008

I appreciate the opportunity to respond in this matter. Please feel free to contact me at (530) 879-1999 should you need further clarification.

A handwritten signature in black ink, appearing to read 'D. S. Gillingwater', written over a horizontal line.

D. S. GILLINGWATER, Captain
Commander

Attachments

Chico Area
Chapter 15 Inspection Additional Comments
Page 1 of 2

Section	Item	Comments	Action Item
General		The command last completed an informal inspection on 1/9/08. The inspection appears to be thoroughly conducted and documented (attached).	
1.	a., b.	<p>Chico Area has three SD assignments, having recently increased the numbers from two, due to workload and need for more time to be spent on PAO functions. Several other, traditional SD duties/tasks, such as training are relegated to field or supervisory personnel as ancillary duties to avoid surplus administrative positions.</p> <p>The command recently changed supervisory assignments and Sgt. Carpenter will be taking over SD supervision.</p> <p>Action: SD job descriptions are relatively recent but incomplete, due to recent changes in assignments. Additionally, job descriptions should conform to the outlines provided in HPM 10.3, Chapter 33, Annex A.</p>	X
2.	a.	The Area does not have significant vehicle theft issues, with the bulk of activity taking place within the incorporated portions of its jurisdictions. Area collaborates with allied agencies to provide BOL and problem area information to field personnel.	
	b.	All supervisors have the ability to contact Division for help, with concurrence of the commander. Division has been very responsive in the past.	
	c.	Interest among officers varies, especially since Vehicle Theft is not a significant problem. Area has attained Strategic Plan goals in this category.	
	d.	Area generally receives good support from the courts. The Commander recently addressed some filing concerns with the DA, resulting in additional training being provided to officers on Jury Instruction considerations which impact case filings. As a result, more cases are being filed.	
	g.	<p>The command has not had recent, formal training in this area; however, Area provides SROVT training and annual refreshers. Area also keeps up a pin map to inform officers of problem areas.</p> <p>Action: It is suggested Area work with Division ISU personnel to arrange/schedule Vehicle Theft Training on an annual basis.</p>	X
	h.	<p>The Area commander was unaware of how officer 10851 Award statistics are maintained and said information was not located posted in the office.</p> <p>Action: Determine if formal process for tracking and posting this information exists, ensure statistics are posted.</p>	X
3.	b.	Officer Justin is well versed on VIN duties and has attended formal training. Area VIN workload is not excessive but steady, due to partial coverage for an adjoining command. There is no Area alternate designated; however, in cases where Justin is not available, Chico Area's staff fill in.	
	d.	<p>VIN records/plates are kept locked in a wooden cabinet. Inventory is conducted on a regular basis but commander indicated he has not personally been involved in the process.</p> <p>Action: Area suspense files should be modified to ensure at least occasional, annual review of VIN records by the Commander/supervisors.</p>	X
5.	b. (3)	The evidence officer has his own suspense file and examines the evidence/property record as needed.	
	c. (3)	The evidence officer indicated Chico Area has a weapons backlog. The court officer has attempted to obtain adjudications from the courts in the past but has encountered a lack of cooperation from the courts. The evidence officer showed the auditor a letter drafted to a local district attorney. Evidence officer	X

Chico Area
Chapter 15 Inspection Additional Comments
Page 2 of 2

		<p>received no response to this letter. The evidence officer advised he will contact the courts again regarding the need for Chico Area to destroy weapons.</p> <p>Action: Evidence officer to contact courts to obtain adjudication information for the cases involving a weapon which is eligible to be destroyed.</p>	
	d.	<p>The evidence officer indicated that unclaimed property of value is normally given to the Salvation Army.</p> <p>Action: When disposing of property of value, evidence officer to contact the local sheriff's or police department for auction. If the local police or sheriff's department is unwilling to accept the items, they should be forwarded to Supply Services Unit, Business Services Section for disposal in accordance with HPM 70.1, chapter 9, page 9-9, paragraphs (5) and (6).</p>	X
	f.	<p>Commander indicated quarterly audits are conducted by supervisors, which he reviews. Most recent personal involvement in an audit was one month ago and it did not reveal any issues.</p>	
	h.	<p>Area recently had the locks changed and conducted an overall audit of the evidence in conjunction with the change-in-command. The facility is adequate for needs, being located in a remodeled cinder block wash rack.</p> <p>Only two keys are available: the Commander's and the Evidence Officer's the former is locked and sealed as per policy.</p>	
		<p>The evidence/property room appeared neat, clean and well-organized. I conducted an audit of 5 items and Officer Simpson was able to either locate the item in the evidence room or show the auditor its disposition.</p>	
8.	a.	<p>AF cases are overseen by Officer Maxey, who works, as necessary, with the local Task Force. There have been no recent cases. The Commander has discussed the most recent change in the CHP's shared revenue policy with the DA.</p>	
9.	a. - h.	<p>Tow operations/issues represent a significant workload for the SD officer as this was previously a shared responsibility with another officer. Area's annual meeting is scheduled for May. The commander is not aware of any significant issues, though the command recently looked into complaints of a vendor parking vehicles in an unsecured area and an overcharging complaint.</p> <p>The Commander was not aware of any tow facility inspections having taking place or a schedule for said inspections.</p> <p>The Area does not have significant involvement in inspecting ambulances or other emergency vehicles.</p> <p>Action: Ensure tow facility inspections are conducted in compliance with policy.</p>	X
13.	a. - e.	<p>Although there are no LD assignments in place, Area has an organized process in place to ensure appropriate assignment to LD assignments. Sergeants routinely attend meetings with care providers to discuss ability to perform LD assignments. The Area assigns a variety of tasks to LD personnel, which include data entry, clerical, front desk duty, etc.</p>	
14.	a. - k.	<p>Area does not participate on any task forces but does have officers who participate in the Division's MFF.</p>	

M e m o r a n d u m**C O N F I D E N T I A L**

Date: April 7, 2008

To: Chico Area

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Valley Division

File No.: 201.10916.15583.08-151

Subject: CHAPTER 15 FORMAL INSPECTION RESULTS/ACTION ITEMS

Attached are the results of the recent Chapter Inspection conducted on your command during the first quarter of 2008. Evaluators have provided several recommendations/action items for improvement. As these are all minor in nature, a Division suspense date of June 30, 2008, has been established. Area will be responsible to ensure the corrective actions are implemented and a report on status is generated to Division by the date indicated above.

If you have any questions on the contents of either report, please do not hesitate to contact Assistant Chief Segura or Sergeant Jaeson White, at (916) 464-2090.



A. S. CUEVAS, Chief

Attachments

Safety, Service, and Security

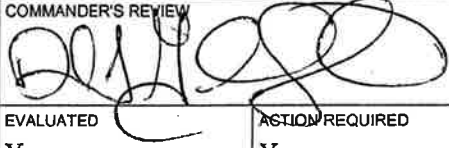

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

AREA Chico	DIVISION Valley	NUMBER 241-02-08
EVALUATED BY Segura / White / Stockwell		DATE 02/27/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE 06/30/2008
FOLLOW-UP REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW  DATE 6-3-2008
1. GENERAL		EVALUATED Yes
		ACTION REQUIRED Yes
		CORRECTED YES 

a. Are special duty assignments minimized? ☒ Yes ☐ No

(1) Is maximum efficiency attained? ☒ Yes ☐ No

(2) Are there any special duty functions which could be performed by a beat officer or other support personnel? ☐ Yes ☒ No

b. Are assigned duties consistent with the job description? ☒ Yes ☐ No

(1) Could duties be combined with another special duty assignment for efficiency? ☐ Yes ☒ No

(2) Which special duty officers (positions) were interviewed? Officers Zaugg, Maxey, and Simpson.

c. How are individuals for special duty assignments selected? Positions are advertised via briefing item; officers submit memorandum of interest; selection is made by commander, with supervisory/peer input but primarily based on ability and performance.

(1) Are special duty opportunities open to all officers? ☒ Yes ☐ No

(2) Does selection contribute to attainment of affirmative action goals? ☒ Yes ☐ No

d. Can the special duty supervisor describe the duties and workload of the special duty personnel? ☒ Yes ☐ No

(1) Upon what criteria are special duty personnel evaluated? Area uses the standard CHP 100, with comments specific to their assigned SD functions. Commander is considering use of weekly schedule/calendar to better track activities.

(2) Are special duty officers held accountable for their time and performance? ☒ Yes ☐ No

(3) How is the special duty officer's time planned? Are weekly itineraries provided to the supervisor? ☐ Yes ☒ No

e. Do the commander and management team have an active interest in special duty programs? ☒ Yes ☐ No

(1) Is time taken by the commander to discuss activities and potential problems? ☒ Yes ☐ No

2. VEHICLE THEFT

EVALUATED Yes	ACTION REQUIRED Yes	CORRECTED
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a. What is the scope of the Area's Vehicle Theft Program? No one particular position is assigned to this function, as most thefts are within city of Chico. Good relationship exists between allied agencies and CHP, with CHP assisting w/veh. theft, as requested.

b. Are there open lines of communication with the Division vehicle theft coordinator? ☒ Yes ☐ No

(1) Is the commander aware of how to obtain assistance from the Division or Headquarters coordinators? ☒ Yes ☐ No

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- (2) Who is authorized to request assistance from vehicle theft coordinators? Area supervisor's attention is called to any significant/unusual vehicle theft need/incident. Supervisors are authorized to contact Valley ISU, with commander's concurrence. ISU has been very responsive to requests for assistance, though they have been minimal.

c. Is the program effective? ☒ Yes ☐ No

(1) Vehicle theft recovery goals established? ☒ Yes ☐ No

(2) Goals attained? ☒ Yes ☐ No

(3) How does the current number of stolen and recovered vehicles compare to prior time periods? Favorably. Vehicle Theft numbers were slightly higher than recoveries. Area made an effort to send people to training during the first quarter of '07.

(4) Are work hours dedicated to the program appropriate? ☒ Yes ☐ No

(5) Do beat officers and supervisors have an interest in the program? ☒ Yes ☐ No

d. Is the program supported by district/city attorneys and the courts? ☒ Yes ☐ No

(1) Has the program been discussed with them? ☒ Yes ☐ No

(2) What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges? Commander has discussed filing practices/needs with the DA. Area personnel have been provided with additional elements to include in reports.

e. Do the commander and management team take a personal interest in the program? ☒ Yes ☐ No

(1) What guidance and direction is provided? Command works with Chico PD on an ongoing basis in problem areas and uses a joint BOL/HOT sheet. Area staff are provided updated information via briefing item and dispatch updates. Training is annual but has not included Division personnel in recent past. Area keeps a pin map of activity to provide awareness.

f. Are supervisors knowledgeable of the scope of the vehicle theft problem within the Area? ☒ Yes ☐ No

(1) Do they have an idea of the number of thefts and recoveries in the Area? ☒ Yes ☐ No

(2) Are they knowledgeable of the Department's Vehicle Theft Program? ☒ Yes ☐ No

(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques? ☒ Yes ☐ No

(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures? ☒ Yes ☐ No

(5) Do they give guidance and direction? ☒ Yes ☐ No

(6) Do they demonstrate an interest in the program? ☒ Yes ☐ No

(7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued? ☒ Yes ☐ No

g. Is vehicle theft education/training provided by Area? ☒ Yes ☐ No

(1) Are training aids used? ☒ Yes ☐ No

(2) Are division vehicle theft coordinators/investigators made available for training? ☒ Yes ☐ No

(3) Vehicle theft prevention discussed at briefings? ☒ Yes ☐ No

(4) How is information on unique problems and circumstances disseminated to beat officers? See comments in e. (1).

Additionally, SROVT scenarios often include vehicle theft problems.

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(5) Are officers and supervisors proficient in locating and decoding VINs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Have any Area officers earned the Department's 10851 Award?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have any officers qualified for the Master 10851 Award?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) How are awards presented?	During Training Days or briefings.	
(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
3. VEHICLE IDENTIFICATION NUMBER PROGRAM	EVALUATED Yes	ACTION REQUIRED Yes
a. Is the VIN program understood by beat officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Who is the assigned VIN officer?	Officer Justin Maxey	
(1) How was he/she trained?	Has attended Vehicle Theft class from FSS on two occasions.	
(a) Is training adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the VIN officer proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the alternate VIN officer?		
(4) Are VIN inspections conducted in a secure setting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is Field Support Section used as a resource?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. What kind of system is in place to control the VIN officer's workload?	Officer handles own appointments and appointment schedule.	
Public/field officers are provided with set days for inspections. No significant back-up, furthest appointment out is 1 month.		
(1) Are VIN assignments/verifications done on an appointment basis?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is there an excessive backlog?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Is the vehicle owner's convenience a consideration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are field officers and employees having public contact aware of the system used by the VIN officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are associated documents processed promptly and submitted on time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is there proper security for replacement VIN plates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are inventory controls adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are entries legible?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do records match inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are required reports accurate and submitted properly?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Does the VIN officer use relevant information available from allied agencies, DMV and NICB?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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- f. Does VIN officer belong to any professional organizations for exchange of information, such as memberships in any type of various vehicle theft investigator's associations? ☐ Yes ☒ No

4. SCHOOL PUPIL AND FARM LABOR (SP&FL) TRANSPORTATION SAFETY	EVALUATED No	ACTION REQUIRED	CORRECTED
a. Is the Area commander and management team aware of all aspects of the SP&FL Transportation Safety Program conducted in the Area?			<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Does the Area have either a uniformed SP&FL Transportation Officer or a nonuniformed School Bus Officer/Coordinator?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are Area files maintained as required by HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Driver records, CHP 295, State Department of Education T-01, criminal record information, etc.?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) CHP 100E, Monthly Activity Report?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(c) School Bus Traffic Collision Reports and DMV printout H-6?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(d) Approved stops list?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is the School Pupil Transportation Safety Officer/Coordinator proficient in performing assigned duties?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are duties performed in conformance with HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Who is the alternate School Pupil Transportation Safety Officer/Coordinator?			
(4) Are CHP 100Es, Monthly Activity Report, submitted in a timely manner?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Is program time properly justified?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) How much time is allotted?			
(b) Is time sufficient to meet departmental objectives?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(c) Is the time expended within the Area's allotment?			<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Is responsibility for supervision of the School Pupil Transportation Safety Program assigned to a specific supervisor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the supervisor have adequate knowledge of the functions of the Area program?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the supervisor have a copy of HPM 82.4, School Pupil and Farm Labor Transportation Safety manual?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is he/she aware of the officer/coordinator's workload?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Does the supervisor review CHP 100Es, Monthly Activity Report, submitted by the officer/coordinator?			<input type="checkbox"/> Yes <input type="checkbox"/> No
d. What training has the School Pupil Safety Transportation Safety Officer/Coordinator had? Attended In-Service Training classes? Have a thorough, practical knowledge of:			
(1) Departmental policy relating to the School Pupil Safety Transportation Safety Program?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) School bus driver certification?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) School bus accident investigation?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) School bus reinspection?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) School bus routes and stops?			<input type="checkbox"/> Yes <input type="checkbox"/> No

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e. Does the officer/coordinator coordinate activities and information with adjacent Areas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is he/she aware of the technical assistance available from Commercial Vehicle Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is there a sound procedure for scheduling and administering written tests?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are certain days selected for testing so that a maximum number of applicants can be tested at one time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who administers the test?		
(3) Is a proctor present?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Adequate supply of the five variations of both the driver and first aid tests on hand?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Who reviews the tests with the applicants?		
(6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-control?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Are driving errors discussed with the applicant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is the school bus transportation supervisor advised of any additional training needs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Does the School Pupil Safety Transportation Officer conduct on-scene investigations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are follow-up investigations conducted when appropriate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are appropriate special coding made on all school bus investigations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Are hazardous routes or stops reported in writing to the governing board of the school district?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) How many approved stops exist in the Area?		
i. Do field officers take appropriate enforcement and follow-up action for observed school pupil safety related violations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

5. EVIDENCE/PROPERTY CONTROL

	EVALUATED Yes	ACTION REQUIRED Yes	CORRECTED
a. Has the Area commander demonstrated an interest in the proper control of evidence and property?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Who has been assigned by the commander as the evidence/property officer?		Officer Casey Simpson.	
(2) Has an alternate for this position been assigned?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Who is the evidence/property supervisor?	Sergeant Bruce Carpenter supervises all SD personnel.		
b. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Evidence Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the supervisor fully understand his/her responsibilities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Does he/she follow the guidelines in HPM 70.1, Evidence Manual, regarding audits and inventories?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Has a system been implemented which will ensure maintenance of the chain of possession for evidence?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Is the system adequate?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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(3) Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are entered items canceled when the property is no longer in CHP possession?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Have procedures been examined for retaining and disposing of:		
(1) Evidence.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Property.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Weapons.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Controlled substances.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Alcoholic beverages.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) License plates.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Money.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Has unclaimed property of value been picked up by the Department of General Services, Material Services Section, for storage and disposal after it has been held for 30 days?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
e. Has the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a suspense system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are all items properly identified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are accurate records kept on weapons and controlled substances which have been disposed of?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do Area records compare accurately with court records?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are periodic audits completed to ensure integrity of the property system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has a semiannual audit of the property system been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Have more frequent audits been conducted in identified problem areas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Have inventories been conducted periodically to ensure integrity of the system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Is security adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a security log maintained in the property room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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- (2) How many sets of keys are there to the evidence/property room and the temporary evidence storage lockers?

2: Officer and Commander.

- (a) Is the distribution of the keys according to policy?

☒ Yes ☐ No

- (3) Is the evidence/property officer other than the court officer?

☒ Yes ☐ No

- (a) Is the evidence/property officer other than a field officer or an officer involved in collecting evidence?

☒ Yes ☐ No

- (4) Is the property room accessible by repair/maintenance personnel?

☐ Yes ☒ No

- (a) Is the room accessible by repair/maintenance personnel?

☐ Yes ☒ No

- (b) Is there a false ceiling?

☐ Yes ☒ No

- (c) Are door hinges on the inside of the room?

☒ Yes ☐ No

- (d) Are any items which require access by other than the evidence/property officer stored in the room?

☐ Yes ☒ No

- (e) Does Area's property room meet all requirements outlined in HPM 70.1, Evidence Manual?

☒ Yes ☐ No

(If not, have steps been initiated to correct the problem?)

☐ Yes ☐ No

- (5) Are pass-through type temporary storage lockers secured from the inside to prevent entry?

☒ Yes ☐ No

- (a) Is evidence left in these lockers for no more than one day?

☒ Yes ☐ No

- (6) Is Area knowledgeable of investigatory requirements in the event of any instance of suspected tampering with packages containing controlled substances?

☒ Yes ☐ No

- (a) Have any internal investigations been initiated by Area for any such incidents?

☐ Yes ☒ No

6. COLLISION INVESTIGATION FOLLOW-UP

EVALUATED
Yes

ACTION REQUIRED
No

CORRECTED

- a. Does the Area have an AI officer?

☒ Yes ☐ No

- b. Who is responsible for supervising the officer? Sergeant B. Carpenter

- c. How much time is allocated to the position? About 50% of a full-time position.

- (1) Is time allocated sufficient?

☒ Yes ☐ No

- d. Does the collision investigation follow-up officer have a job description?

☒ Yes ☐ No

- (1) Is it current?

☒ Yes ☐ No

- (2) What are the officer's duties? Enter and review collision reports.

- e. Does the officer understand special reporting requirements?

☒ Yes ☐ No

- f. Does the officer have training or special qualifications that complement the position?

☒ Yes ☐ No

- g. Is the officer available to respond to accidents to provide technical assistance?

☒ Yes ☐ No

- h. Does the officer identify training needs and discuss them with his/her supervisor?

☒ Yes ☐ No

- i. Does the officer prepare charts, graphs, or statistics that identify problem locations for deployment purposes?

☒ Yes ☐ No

- j. Does the officer have other duties, if so, what are they?

☒ Yes ☐ No

Serves at the School Bus and Evidence Officer.

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7. COURT LIAISON OFFICER	EVALUATED 2/27/08	ACTION REQUIRED No	CORRECTED
a. Does the Area have an officer assigned court liaison duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Who supervises the officer? Sgt. B. Carpenter			
c. How much time is allocated to the position? Approximately 50%			
d. Does the officer have a job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is it accurate?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) When was it last revised? 1/05.			
(3) What are the officer's duties? Process reports over to DA. Review is handled by shift sergeant.			
e. Does he/she have responsibilities for prisoner arraignment?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
f. Does the officer command respect of his/her peer group?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
g. Is the court officer involved in the DUI Cost Recovery Program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
h. Does the officer initiate a CHP 735, Incident Response Reimbursement Statement?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the officer(s)' times on the CHP 735 correspond to the times indicated on his/her CHP 415, Daily Field Record?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the officer(s) maintain a log?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Does the officer(s) forward the form to Fiscal Management Section after disposition?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
i. How many courts are within the Area's jurisdiction? One - Butte			
j. Does the officer deal with more than one district attorney's (DA) office?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
k. Does the officer have other duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If so, what are the other duties? School Bus, Vehicle Abatement, PAS, Radar, and Child Safety Seat Coordination.			
8. ASSET FORFEITURE (AF) OFFICER	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Does the Area have an officer assigned as AF coordinator?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Does the officer have current job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Is he/she familiar with HPM 81.5, Drug Programs Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Is Area coordinator logging AF cases separate from evidence?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Is there a process in place to ensure proper disposition of AF items?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. Does Area's log agree with the Field Services Section (FSS) and Division log?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If not, why not?			
There is no formal program in the Area; however, Officer Maxie handles any AF issues and works with allied agencies.			
g. Is the disposition of cases supported by documentation such as arrest reports, court order, and AF distribution memorandum?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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- | | | |
|--|---|--|
| h. Has the Area seized any vehicles under AF? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (1) If so, does the AF coordinator know where the vehicles are located and their current disposition? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| i. Is the Franchise Tax Board notified of all seizures valued at \$5,000 or more? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| j. Does the AF coordinator complete a misscreen 50? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| k. Does Area notify Division of all vehicle/boat/plane seizures? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| l. Is Fleet Operations Section notified? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| m. Are all vehicles stored safely and properly protected from inclement weather? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| n. Are large sums of cash, jewelry, and other small items of value stored in a safety deposit box at a local bank for safekeeping? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| o. Are large sums of cash deposited in a departmental interest-bearing bank account designated for AF? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| p. What is the procedure in handling monetary AF awards (checks from the DA)? | Follow departmental policy. | |

- | | | |
|---|---|-----------------------------|
| q. Is the check remitted to the Area's cashier for transmittal to Fiscal Management Section with proper notifications to FSS and the Division AF coordinator? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|---|-----------------------------|

9. SPECIALIZED VEHICLES

EVALUATED Yes	ACTION REQUIRED Yes
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CORRECTED

a. Operation and Inspection

- | | | |
|---|---|--|
| (1) Is there an officer assigned to oversee the operation of specialized vehicles within the Area? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) Who supervises the officer(s)? | Sgt. B. Carpenter | |
| (b) How much time is allocated? | Officer Maxey manages these duties along with his other SD charges. | |
| (2) Does the officer have a job description? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) Is it accurate? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (b) When was it last revised? | Revision of SOP indicates 1/05. Commander indicated Sgt. Evans is updating all this year. | |
| (3) Do officers understand policy concerning permits, licensing, inspections, and regulations pertaining to specialized vehicles? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (4) Tow Trucks | | |
| (a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (b) Do files contain current contracts and inspection forms? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (c) Are there any recent complaints? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (d) Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative Supplement? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (e) Who is responsible for inspections? | Officer Maxey conducts annual inspections, as well as necessary spot inspections. | |
| (f) Does an officer occasionally conduct a random inspection to ensure the integrity of the inspection process? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (g) Is there evidence that discrepancies are promptly corrected? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

AREA MANAGEMENT EVALUATION**SPECIAL FUNCTIONS**

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(h) Who conducts annual tow meetings? Officer Maxey arranges/coordinates and the commander officiates.

1 Does the commander attend?

☒ Yes☐ No

2 Is an agenda prepared?

☒ Yes☐ No

3 Are minutes prepared and circulated for review?

☐ Yes☒ No

4 When was the last annual meeting? In May 2007. The 2008 meeting is in the process of being arranged.

(i) Are rotation and sector assignment procedures clearly established?

☒ Yes☐ No

(j) How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list?

Through dispatch and briefing items.

(k) Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators?

☒ Yes☐ No**(5) Ambulances**

(a) Who is responsible for overseeing the operation of ambulances within the Area?

Officer Maxey.

(b) Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2?

☒ Yes☐ No

(c) Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13, California Code of Regulations?

☒ Yes☐ No

(d) Are complaints received at Area investigated and documented?

☒ Yes☐ No

(e) If ambulances are removed from service, is there any branch of county government that requests notification?

☐ Yes☐ No

1 If so, how is this done?

No occasion for inspecting/removing ambulances in recent history. Commander speculated that in the event of removal, County EMS would likely be contacted in person and via letter.

(f) Are ambulance inspection forms in file current?

☐ Yes☐ No**(6) Armored Vehicles**

(a) Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area?

☐ Yes☒ No

(b) What impact on the Area workload do these inspections have?

No Area activity in this arena; no significant impact

upon workload of SD officers.

(7) Authorized Emergency Vehicles (AEV)

(a) Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting equipment. Do initial and renewal inspections create any significant workload on the Area?

☐ Yes☒ No**10. CALIFORNIA RESIDENT FOREIGN REGISTRATION (CRFR) PROGRAM**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

AREA MANAGEMENT EVALUATION**SPECIAL FUNCTIONS**

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- a. If the Department currently has an active CRFR program, does the Area have an officer assigned to investigate attempts by California residents to avoid payment of licensing and registration fees due in California? ☐ Yes ☒ No

(1) Who supervises the officer? Area does not have an active CRFR program, but several officers are active in this area.

(2) Is sufficient time allocated for this program? ☐ Yes ☐ No

(3) Does the officer have a job description? ☐ Yes ☒ No

(a) Is it accurate? ☐ Yes ☐ No

- b. Does the Area program follow the guidelines in the Registration Enforcement Manual, HPM 82.5, Chapter 3? ☐ Yes ☐ No

- c. Are suspected violations documented on Registration 69 forms locally processed, or sent to the DMV Registration Compliance Unit? ☒ Yes ☐ No

(1) If locally processed, are CHP 215s, Notice to Appear, issued when it is established that California registration is due? ☒ Yes ☐ No

- d. Is the CRFR officer aware that the rules of evidence pertaining to search and seizure apply to violations of this type? ☐ Yes ☐ No

- e. Does the Area report significant statistics to Division by comm-net by the 10th of each month? ☒ Yes ☐ No

- f. Does the degree of compliance gained or the actual revenue collected as a result of the program justify its continuance? ☐ Yes ☐ No

11. GENERAL SUPPORT

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

- a. Is an officer assigned to general support including violation clearance and counter officer? ☒ Yes ☐ No

- b. What additional duties does he/she perform? SD officers share front desk duties. No specific individual is assigned. During rare occasions, where none of the three are available, clerical and supervisors ensure coverage. Front desk duties are often relegated to individuals on LD status.

c. Is there a job description? ☐ Yes ☒ No

(1) Is it accurate? ☐ Yes ☐ No

(2) When was it last revised?

d. How much time is allocated to this position?

- e. With minimal instruction, could this position be handled by limited duty personnel? ☒ Yes ☐ No

12. AREA TRAINING OFFICER

EVALUATED

No

ACTION REQUIRED

CORRECTED

- a. Does the Area have an officer assigned as the Area training officer? ☐ Yes ☐ No

- b. How much time is allocated to this position? Deferred to third quarter

c. Who supervises the officer?

d. Does the officer have a job description? ☐ Yes ☐ No

(1) When was it last revised?

e. Does the officer command the respect of his/her peers? ☐ Yes ☐ No

f. Does the officer have the support of the supervisors? ☐ Yes ☐ No

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

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g. What training has been provided to the officer?

h. Has he/she been trained as a Department instructor?

☐ Yes

☐ No

i. Is the officer certified as an officer safety training instructor?

☐ Yes

☐ No

j. Has he/she attended the Department's weapons/range officer training?

☐ Yes

☐ No

k. Is the officer qualified to train employees to use tactical rifles?

☐ Yes

☐ No

l. Is the officer a CPR instructor?

☐ Yes

☐ No

m. What role does the officer have in developing and/or presenting Area training programs?

n. Does the officer keep Area informed of officers deficient in training or those who have superior performance?

☐ Yes

☐ No

o. Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents?

☐ Yes

☐ No

p. Does the officer assist in reviewing injuries to personnel resulting from arrest situations?

☐ Yes

☐ No

q. Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS?

☐ Yes

☐ No

r. Is the officer responsible for performing range maintenance?

☐ Yes

☐ No

s. What other duties or assignments does the training officer have?

13. LIMITED DUTY

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Does the Area currently have limited duty personnel assigned?

☐ Yes

☒ No

(1) What are their classifications, and what duties are they assigned?

No officers currently on LD status, although Area has

made use of injured officers in this assignment in recent past. Latest use was for an individual pending disability retirement.

b. Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of Limited-Duty Assignment?

☒ Yes

☐ No

(1) Could they be used more efficiently?

☐ Yes

☒ No

c. If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to road patrol?

☐ Yes

☒ No

d. Are any current assignments in excess of six months?

☐ Yes

☒ No

e. Do supervisors meet and discuss limited duty assignments with the doctors on questionable cases?

☒ Yes

☐ No

AREA MANAGEMENT EVALUATION**SPECIAL FUNCTIONS**

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f. Are limited duty personnel having public contact appropriately attired?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
14. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Does the Area have personnel assigned to special projects or tactical operations?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
b. Is the position full time or on an on-call basis?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. If full time, is the assignment for a specified number of weeks or months?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What are the duties/responsibilities of the officer?		There are three individuals assigned to the Mobile Field Force: the Commander and two officers. These individuals respond to assignments at the discretion of the Division Chief.	
e. Who supervises the officer?		During assignment, the squad leaders and company commanders.	
f. How does he/she account for his/her time?		Use of CHP 415Cs.	
g. What is the selection criteria for the assignment?		Criteria established by policy, and selection by MFF commanders.	
h. Has the Area member contributed to the success or mission of the team or task force?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
i. Where coordination is appropriate with the Division Investigative Services Unit, is there ongoing discussion regarding activities?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
j. Is there a Memorandum of Understanding (MOU) on file?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
k. Is the special assignment on a reimbursable contract?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) If so, is the contract being followed?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Memorandum

C O N F I D E N T I A L

Date: June 26, 2008

To: Valley Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Truckee Area

File No.: 011106

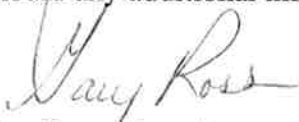
Subject: CHAPTER 15 ACTION ITEMS

During the first quarter of 2008, Valley Division conducted a formal category 15 inspection. Two action items were noted. Corrections were made as follows:

D) VIN records will be reviewed annually by the Area Commander.

G) Area will coordinate with Division to hold vehicle theft training on an annual basis at the area level.

Should any additional information be required, please contact me directly.



Gary Ross, Captain
Commander

Attachment

Safety, Service, and Security

M e m o r a n d u m**C O N F I D E N T I A L**

Date: April 7, 2008

To: Truckee Area

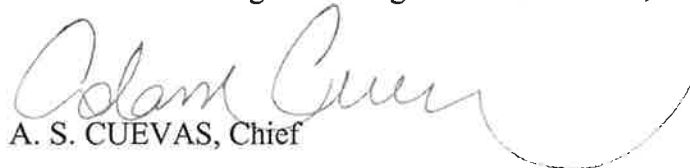
From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Valley Division

File No.: 201.10916.15583.08-150

Subject: CHAPTER 15 FORMAL INSPECTION RESULTS/ACTION ITEMS

Attached are the results of the recent Chapter Inspection conducted on your command during the first quarter of 2008. Evaluators have provided two recommendations/action items for improvement. As these are minor in nature, a Division suspense date of June 30, 2008, has been established. Area will be responsible to ensure the corrective actions are implemented and a report on status is generated to Division by the date indicated above.

If you have any questions on the contents of either report, please do not hesitate to contact Assistant Chief Segura or Sergeant Jaeson White, at (916) 464-2090.


A. S. CUEVAS, Chief

Attachments

Safety, Service, and Security

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

AREA Truckee	DIVISION Valley	NUMBER
EVALUATED BY Segura / White / Stockwell		DATE 02/26/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE 06/30/2008	
FOLLOW-UP REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW DATE

1. GENERAL

EVALUATED Yes	ACTION REQUIRED No	CORRECTED
------------------	-----------------------	-----------

a. Are special duty assignments minimized? ☒ Yes ☐ No

(1) Is maximum efficiency attained? ☒ Yes ☐ No

(2) Are there any special duty functions which could be performed by a beat officer or other support personnel? ☐ Yes ☒ No

b. Are assigned duties consistent with the job description? ☒ Yes ☐ No

(1) Could duties be combined with another special duty assignment for efficiency? ☐ Yes ☒ No

(2) Which special duty officers (positions) were interviewed? Officers Joe Skeen, Joe Edwards, and Ray Kulak.

c. How are individuals for special duty assignments selected? Advertised through briefing items. Officers express interest and are selected on the basis of qualifications, work ethic, and other relevant factors.

(1) Are special duty opportunities open to all officers? ☒ Yes ☐ No

(2) Does selection contribute to attainment of affirmative action goals? ☒ Yes ☐ No

d. Can the special duty supervisor describe the duties and workload of the special duty personnel? ☐ Yes ☐ No

(1) Upon what criteria are special duty personnel evaluated? Via use of the CHP 100, with comments specifically directed at their specific assignments/duties, as well as occasional field involvement. Additional evaluative factors include audit results, etc.

(2) Are special duty officers held accountable for their time and performance? ☒ Yes ☐ No

(3) How is the special duty officer's time planned? Are weekly itineraries provided to the supervisor? ☐ Yes ☒ No

e. Do the commander and management team have an active interest in special duty programs? ☒ Yes ☐ No

(1) Is time taken by the commander to discuss activities and potential problems? ☒ Yes ☐ No

2. VEHICLE THEFT

EVALUATED Yes	ACTION REQUIRED No	CORRECTED
------------------	-----------------------	-----------

a. What is the scope of the Area's Vehicle Theft Program? Area has ongoing but minimal vehicle theft issues, with bulk of crime taking place within adjoining cities. Recent rash of construction equipment thefts were addressed with Division aid.

b. Are there open lines of communication with the Division vehicle theft coordinator? ☒ Yes ☐ No

(1) Is the commander aware of how to obtain assistance from the Division or Headquarters coordinators? ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION
SPECIAL FUNCTIONS

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(2) Who is authorized to request assistance from vehicle theft coordinators?	Commander requires that officers receive authorization from his or her supervisor before contacting Division for assistance. Area relies on Division ISU to seek HQ assistance.		
c. Is the program effective?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Vehicle theft recovery goals established?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Goals attained?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) How does the current number of stolen and recovered vehicles compare to prior time periods?	Favorably, with thefts and recoveries lower holding relatively stable over past year, despite slight increases in population.		
(4) Are work hours dedicated to the program appropriate?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Do beat officers and supervisors have an interest in the program?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the program supported by district/city attorneys and the courts?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has the program been discussed with them?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges?	Area has had ongoing discussions with the District Attorney's office regarding plea bargaining and failures to file.		
e. Do the commander and management team take a personal interest in the program?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What guidance and direction is provided?	Staff is provided occasional training; however, this has been minimized in recent years due to staffing shortages. Additionally, participation in temporary ISU assignments have also been necessarily curtailed. Area has a supervisor who is very active in the program and provides guidance in detailed investigations.		
f. Are supervisors knowledgeable of the scope of the vehicle theft problem within the Area?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do they have an idea of the number of thefts and recoveries in the Area?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are they knowledgeable of the Department's Vehicle Theft Program?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Do they give guidance and direction?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Do they demonstrate an interest in the program?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is vehicle theft education/training provided by Area?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are training aids used?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are division vehicle theft coordinators/investigators made available for training?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Vehicle theft prevention discussed at briefings?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) How is information on unique problems and circumstances disseminated to beat officers?	Conveyed through Training Days, dispatch BOLs and briefing items.		

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

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(5) Are officers and supervisors proficient in locating and decoding VINs?

☐ Yes

☒ No

h. Have any Area officers earned the Department's 10851 Award?

☒ Yes

☐ No

(1) Have any officers qualified for the Master 10851 Award?

☐ Yes

☒ No

(2) How are awards presented? Presented during Training Days to ensure full recognition. Unfortunately, due to the remote location, AAA personnel no longer personally participate in award issuance.

(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?

☒ Yes

☐ No

(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program?

☒ Yes

☐ No

3. VEHICLE IDENTIFICATION NUMBER PROGRAM

EVALUATED

Yes

ACTION REQUIRED

Yes

CORRECTED

a. Is the VIN program understood by beat officers?

☒ Yes

☐ No

(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?

☒ Yes

☐ No

b. Who is the assigned VIN officer? Officer Steve Skeen is primary.

(1) How was he/she trained?

Skeen received Academy/FSS training.

(a) Is training adequate?

☒ Yes

☐ No

(2) Is the VIN officer proficient?

☒ Yes

☐ No

(3) Who is the alternate VIN officer? Officer Holt, assigned to field duties, shares VIN responsibilities, when Skeen is unavailable.

(4) Are VIN inspections conducted in a secure setting?

☒ Yes

☐ No

(5) Is Field Support Section used as a resource?

☒ Yes

☐ No

c. What kind of system is in place to control the VIN officer's workload? Officer Skeen self-monitors by scheduling.

(1) Are VIN assignments/verifications done on an appointment basis?

☒ Yes

☐ No

(a) Is there an excessive backlog?

☐ Yes

☒ No

(b) Is the vehicle owner's convenience a consideration?

☒ Yes

☐ No

(2) Are field officers and employees having public contact aware of the system used by the VIN officer?

☒ Yes

☐ No

(3) Are associated documents processed promptly and submitted on time?

☒ Yes

☐ No

d. Is there proper security for replacement VIN plates?

☒ Yes

☐ No

(1) Are inventory controls adequate?

☒ Yes

☐ No

(2) Are entries legible?

☒ Yes

☐ No

(3) Do records match inventories?

☒ Yes

☐ No

(4) Are required reports accurate and submitted properly?

☒ Yes

☐ No

e. Does the VIN officer use relevant information available from allied agencies, DMV and NICB?

☒ Yes

☐ No

AREA MANAGEMENT EVALUATION
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- f. Does VIN officer belong to any professional organizations for exchange of information, such as memberships in any type of various vehicle theft investigator's associations? ☐ Yes ☐ No

4. SCHOOL PUPIL AND FARM LABOR (SP&FL) TRANSPORTATION SAFETY	EVALUATED	ACTION REQUIRED	CORRECTED
	No		
a. Is the Area commander and management team aware of all aspects of the SP&FL Transportation Safety Program conducted in the Area?			<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Does the Area have either a uniformed SP&FL Transportation Officer or a nonuniformed School Bus Officer/Coordinator?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are Area files maintained as required by HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Driver records, CHP 295, State Department of Education T-01, criminal record information, etc.?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) CHP 100E, Monthly Activity Report?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(c) School Bus Traffic Collision Reports and DMV printout H-6?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(d) Approved stops list?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is the School Pupil Transportation Safety Officer/Coordinator proficient in performing assigned duties?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are duties performed in conformance with HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Who is the alternate School Pupil Transportation Safety Officer/Coordinator?			
(4) Are CHP 100Es, Monthly Activity Report, submitted in a timely manner?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Is program time properly justified?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) How much time is allotted?			
(b) Is time sufficient to meet departmental objectives?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(c) Is the time expended within the Area's allotment?			<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Is responsibility for supervision of the School Pupil Transportation Safety Program assigned to a specific supervisor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the supervisor have adequate knowledge of the functions of the Area program?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the supervisor have a copy of HPM 82.4, School Pupil and Farm Labor Transportation Safety manual?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is he/she aware of the officer/coordinator's workload?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Does the supervisor review CHP 100Es, Monthly Activity Report, submitted by the officer/coordinator?			<input type="checkbox"/> Yes <input type="checkbox"/> No
d. What training has the School Pupil Safety Transportation Safety Officer/Coordinator had? Attended In-Service Training classes? Have a thorough, practical knowledge of:			
(1) Departmental policy relating to the School Pupil Safety Transportation Safety Program?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) School bus driver certification?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) School bus accident investigation?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) School bus reinspection?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) School bus routes and stops?			<input type="checkbox"/> Yes <input type="checkbox"/> No

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

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e. Does the officer/coordinator coordinate activities and information with adjacent Areas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is he/she aware of the technical assistance available from Commercial Vehicle Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is there a sound procedure for scheduling and administering written tests?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are certain days selected for testing so that a maximum number of applicants can be tested at one time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who administers the test?		
(3) Is a proctor present?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Adequate supply of the five variations of both the driver and first aid tests on hand?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Who reviews the tests with the applicants?		
(6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-control?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Are driving errors discussed with the applicant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is the school bus transportation supervisor advised of any additional training needs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Does the School Pupil Safety Transportation Officer conduct on-scene investigations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are follow-up investigations conducted when appropriate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are appropriate special coding made on all school bus investigations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Are hazardous routes or stops reported in writing to the governing board of the school district?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) How many approved stops exist in the Area?		
i. Do field officers take appropriate enforcement and follow-up action for observed school pupil safety related violations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

5. EVIDENCE/PROPERTY CONTROL	EVALUATED Yes	ACTION REQUIRED No	CORRECTED N/A
a. Has the Area commander demonstrated an interest in the proper control of evidence and property?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Who has been assigned by the commander as the evidence/property officer?	Officer Joe Edwards is assigned as the Evidence Officer.		
(2) Has an alternate for this position been assigned?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Who is the evidence/property supervisor?	All Special Duty personnel are supervised by Sergeant Jon Dietrich.		
b. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Does the supervisor fully understand his/her responsibilities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Does he/she follow the guidelines in HPM 70.1, Evidence Manual, regarding audits and inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Has a system been implemented which will ensure maintenance of the chain of possession for evidence?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

AREA MANAGEMENT EVALUATION

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(3) Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are entered items canceled when the property is no longer in CHP possession?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Have procedures been examined for retaining and disposing of:		
(1) Evidence.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Property.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Weapons.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Controlled substances.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Alcoholic beverages.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) License plates.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Money.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Has unclaimed property of value been picked up by the Department of General Services, Material Services Section, for storage and disposal after it has been held for 30 days?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Has the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a suspense system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are all items properly identified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are accurate records kept on weapons and controlled substances which have been disposed of?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do Area records compare accurately with court records?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are periodic audits completed to ensure integrity of the property system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has a semiannual audit of the property system been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Have more frequent audits been conducted in identified problem areas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Have inventories been conducted periodically to ensure integrity of the system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Is security adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a security log maintained in the property room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

AREA MANAGEMENT EVALUATION

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- (2) How many sets of keys are there to the evidence/property room and the temporary evidence storage lockers?

2: Captain and Ofc. Skeen

- (a) Is the distribution of the keys according to policy?

☒ Yes ☐ No

- (3) Is the evidence/property officer other than the court officer?

☒ Yes ☐ No

- (a) Is the evidence/property officer other than a field officer or an officer involved in collecting evidence?

☒ Yes ☐ No

- ~~(4) Is the property room accessible by repair/maintenance personnel?~~

~~☐ Yes ☒ No~~

- (a) Is the room accessible by repair/maintenance personnel?

☐ Yes ☒ No

- (b) Is there a false ceiling?

☐ Yes ☒ No

- (c) Are door hinges on the inside of the room?

☒ Yes ☐ No

- (d) Are any items which require access by other than the evidence/property officer stored in the room?

☐ Yes ☒ No

- (e) Does Area's property room meet all requirements outlined in HPM 70.1, Evidence Manual?

☒ Yes ☐ No

(If not, have steps been initiated to correct the problem?)

☐ Yes ☐ No

- (5) Are pass-through type temporary storage lockers secured from the inside to prevent entry?

☒ Yes ☐ No

- (a) Is evidence left in these lockers for no more than one day?

☒ Yes ☐ No

- (6) Is Area knowledgeable of investigatory requirements in the event of any instance of suspected tampering with packages containing controlled substances?

☒ Yes ☐ No

- (a) Have any internal investigations been initiated by Area for any such incidents?

☐ Yes ☒ No

6. COLLISION INVESTIGATION FOLLOW-UP

EVALUATED
Yes

ACTION REQUIRED
No

CORRECTED
N/A

- a. Does the Area have an AI officer?

☒ Yes ☐ No

- b. Who is responsible for supervising the officer? Sergeant Jon Dietrich

- c. How much time is allocated to the position? Approximately 60 percent of one position.

- (1) Is time allocated sufficient?

☒ Yes ☐ No

- d. Does the collision investigation follow-up officer have a job description?

☒ Yes ☐ No

- (1) Is it current?

☒ Yes ☐ No

- (2) What are the officer's duties? Officer Kulak receives the reports from the field, enters them and reviews reports.

- e. Does the officer understand special reporting requirements?

☒ Yes ☐ No

- f. Does the officer have training or special qualifications that complement the position?

☒ Yes ☐ No

- g. Is the officer available to respond to accidents to provide technical assistance?

☒ Yes ☐ No

- h. Does the officer identify training needs and discuss them with his/her supervisor?

☒ Yes ☐ No

- i. Does the officer prepare charts, graphs, or statistics that identify problem locations for deployment purposes?

☒ Yes ☐ No

- j. Does the officer have other duties, if so, what are they?

☒ Yes ☐ No

Officer Kulak also serves as the Court Officer.

AREA MANAGEMENT EVALUATION**SPECIAL FUNCTIONS**

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7. COURT LIAISON OFFICER

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

N/A

a. Does the Area have an officer assigned court liaison duties?

☒ Yes☐ No

b. Who supervises the officer? Sergeant Dietrich.

c. How much time is allocated to the position? Approximately 40%.

d. Does the officer have a job description?

☒ Yes☐ No

(1) Is it accurate?

☒ Yes☐ No

(2) When was it last revised? February 28, 2008.

(3) What are the officer's duties? This Officer's primary jobs are Accident Investigation and Court Officer, which include coordinating contact with the DA's Office, review of arrest reports, and overseeing the subpoena process.

e. Does he/she have responsibilities for prisoner arraignment?

☐ Yes☒ No

f. Does the officer command respect of his/her peer group?

☒ Yes☐ No

g. Is the court officer involved in the DUI Cost Recovery Program?

☒ Yes☐ No

h. Does the officer initiate a CHP 735, Incident Response Reimbursement Statement?

☒ Yes☐ No

(1) Does the officer(s)' times on the CHP 735 correspond to the times indicated on his/her CHP 415, Daily Field Record?

☒ Yes☐ No

(2) Does the officer(s) maintain a log?

☒ Yes☐ No

(3) Does the officer(s) forward the form to Fiscal Management Section after disposition?

☒ Yes☐ No

i. How many courts are within the Area's jurisdiction? Three - Sierra, Nevada and Placer

j. Does the officer deal with more than one district attorney's (DA) office?

☒ Yes☐ No

k. Does the officer have other duties?

☒ Yes☐ No

(1) If so, what are the other duties? Accident Investigation

8. ASSET FORFEITURE (AF) OFFICER

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

N/A

a. Does the Area have an officer assigned as AF coordinator?

☒ Yes☐ No

b. Does the officer have current job description?

☒ Yes☐ No

c. Is he/she familiar with HPM 81.5, Drug Programs Manual?

☒ Yes☐ No

d. Is Area coordinator logging AF cases separate from evidence?

☒ Yes☐ No

e. Is there a process in place to ensure proper disposition of AF items?

☒ Yes☐ No

f. Does Area's log agree with the Field Services Section (FSS) and Division log?

☒ Yes☐ No

(1) If not, why not?

Area does not have an active program. Officer Skeen is scheduled to attend AF training and will be the coordinator.

g. Is the disposition of cases supported by documentation such as arrest reports, court order, and AF distribution memorandum?

☒ Yes☐ No

AREA MANAGEMENT EVALUATION
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h. Has the Area seized any vehicles under AF? ☐ Yes ☒ No

(1) If so, does the AF coordinator know where the vehicles are located and their current disposition? ☐ Yes ☐ No

i. Is the Franchise Tax Board notified of all seizures valued at \$5,000 or more? ☒ Yes ☐ No

j. Does the AF coordinator complete a misscreen 50? ☒ Yes ☐ No

k. Does Area notify Division of all vehicle/boat/plane seizures? ☒ Yes ☐ No

l. Is Fleet Operations Section notified? ☒ Yes ☐ No

m. Are all vehicles stored safely and properly protected from inclement weather? ☒ Yes ☐ No

n. Are large sums of cash, jewelry, and other small items of value stored in a safety deposit box at a local bank for safekeeping? ☒ Yes ☐ No

o. Are large sums of cash deposited in a departmental interest-bearing bank account designated for AF? ☒ Yes ☐ No

p. What is the procedure in handling monetary AF awards (checks from the DA)? Follows departmental policy

q. Is the check remitted to the Area's cashier for transmittal to Fiscal Management Section with proper notifications to FSS and the Division AF coordinator? ☒ Yes ☐ No

9. SPECIALIZED VEHICLES

EVALUATED
Yes

ACTION REQUIRED
No

CORRECTED
N/A

a. Operation and Inspection

(1) Is there an officer assigned to oversee the operation of specialized vehicles within the Area? ☒ Yes ☐ No

(a) Who supervises the officer(s)? Sergeant Dietrich

(b) How much time is allocated? Sufficient to complete duties, as well as other duties assigned to this officer.

(2) Does the officer have a job description? ☒ Yes ☐ No

(a) Is it accurate? ☒ Yes ☐ No

(b) When was it last revised? February 28, 2008.

(3) Do officers understand policy concerning permits, licensing, inspections, and regulations pertaining to specialized vehicles? ☒ Yes ☐ No

(4) Tow Trucks

(a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks? ☒ Yes ☐ No

(b) Do files contain current contracts and inspection forms? ☒ Yes ☐ No

(c) Are there any recent complaints? ☒ Yes ☐ No

(d) Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative Supplement? ☒ Yes ☐ No

(e) Who is responsible for inspections? Officer Skeen conducts routine inspection of equipment, with DPIF assistance.

(f) Does an officer occasionally conduct a random inspection to ensure the integrity of the inspection process? ☐ Yes ☒ No

(g) Is there evidence that discrepancies are promptly corrected? ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION

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(h) Who conducts annual tow meetings? Officer Skeen coordinates the meetings and the Commander officiates.

1 Does the commander attend? ☒ Yes ☐ No

2 Is an agenda prepared? ☒ Yes ☐ No

3 Are minutes prepared and circulated for review? ☒ Yes ☐ No

4 When was the last annual meeting? Area holds a Winter Procedures meeting, held 1 1/2 months ago. Annual was on 3/1.

(i) Are rotation and sector assignment procedures clearly established? ☒ Yes ☐ No

(j) How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list?

Via briefings and through Dispatch advisements.

(k) Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators? ☒ Yes ☐ No

(5) Ambulances

(a) Who is responsible for overseeing the operation of ambulances within the Area? Officer Skeen is; however, there have been no ambulance inspections or complaints/issues over the past several years.

(b) Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2? ☒ Yes ☐ No

(c) Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13, California Code of Regulations? ☒ Yes ☐ No

(d) Are complaints received at Area investigated and documented? ☒ Yes ☐ No

(e) If ambulances are removed from service, is there any branch of county government that requests notification? ☒ Yes ☐ No

1 If so, how is this done? The county EMS Coordinator would be notified.

(f) Are ambulance inspection forms in file current? ☐ Yes ☐ No

(6) Armored Vehicles

(a) Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area? ☐ Yes ☒ No

(b) What impact on the Area workload do these inspections have? None; no inspections conducted/requested in recent years.

(7) Authorized Emergency Vehicles (AEV)

(a) Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting equipment. Do initial and renewal inspections create any significant workload on the Area? ☐ Yes ☒ No

10. CALIFORNIA RESIDENT FOREIGN REGISTRATION (CRFR) PROGRAM

EVALUATED
Yes

ACTION REQUIRED
No

CORRECTED
N/A

AREA MANAGEMENT EVALUATION

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- a. If the Department currently has an active CRFR program, does the Area have an officer assigned to investigate attempts by California residents to avoid payment of licensing and registration fees due in California? ☒ Yes ☐ No

(1) Who supervises the officer? Staffing does not allow assignment; however, complicated cases reviewed by shift sergeants.

- (2) Is sufficient time allocated for this program? ☐ Yes ☒ No

- (3) Does the officer have a job description? ☐ Yes ☒ No

(a) Is it accurate? ☐ Yes ☐ No

- b. Does the Area program follow the guidelines in the Registration Enforcement Manual, HPM 82.5, Chapter 3? ☐ Yes ☐ No

- c. Are suspected violations documented on Registration 69 forms locally processed, or sent to the DMV Registration Compliance Unit? ☐ Yes ☐ No

- (1) If locally processed, are CHP 215s, Notice to Appear, issued when it is established that California registration is due? ☒ Yes ☐ No

- d. Is the CRFR officer aware that the rules of evidence pertaining to search and seizure apply to violations of this type? ☒ Yes ☐ No

- e. Does the Area report significant statistics to Division by comm-net by the 10th of each month? ☒ Yes ☐ No

- f. Does the degree of compliance gained or the actual revenue collected as a result of the program justify its continuance? ☐ Yes ☐ No

11. GENERAL SUPPORT

EVALUATED
Yes

ACTION REQUIRED
No

CORRECTED
No

- a. Is an officer assigned to general support including violation clearance and counter officer? ☒ Yes ☐ No

- b. What additional duties does he/she perform? Officer Joe Edwards covers Front Desk/Clearance Officer duties in addition to Evidence, Training Coordination, and other miscellaneous jobs.

- c. Is there a job description? ☒ Yes ☐ No

- (1) Is it accurate? ☒ Yes ☐ No

- (2) When was it last revised? February 28, 2008.

- d. How much time is allocated to this position? Approximately 25% of time is used handling these miscellaneous duties.

- e. With minimal instruction, could this position be handled by limited duty personnel? ☒ Yes ☐ No

12. AREA TRAINING OFFICER

EVALUATED
No

ACTION REQUIRED

CORRECTED

- a. Does the Area have an officer assigned as the Area training officer? ☐ Yes ☐ No

- b. How much time is allocated to this position? Deferred to the 3rd Quarter.

- c. Who supervises the officer?

- d. Does the officer have a job description? ☐ Yes ☐ No

- (1) When was it last revised?

- e. Does the officer command the respect of his/her peers? ☐ Yes ☐ No

- f. Does the officer have the support of the supervisors? ☐ Yes ☐ No

AREA MANAGEMENT EVALUATION

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g. What training has been provided to the officer?

h. Has he/she been trained as a Department instructor?

☐ Yes

☐ No

i. Is the officer certified as an officer safety training instructor?

☐ Yes

☐ No

j. Has he/she attended the Department's weapons/range officer training?

☐ Yes

☐ No

k. Is the officer qualified to train employees to use tactical rifles?

☐ Yes

☐ No

l. Is the officer a CPR instructor?

☐ Yes

☐ No

m. What role does the officer have in developing and/or presenting Area training programs?

n. Does the officer keep Area informed of officers deficient in training or those who have superior performance?

☐ Yes

☐ No

o. Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents?

☐ Yes

☐ No

p. Does the officer assist in reviewing injuries to personnel resulting from arrest situations?

☐ Yes

☐ No

q. Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS?

☐ Yes

☐ No

r. Is the officer responsible for performing range maintenance?

☐ Yes

☐ No

s. What other duties or assignments does the training officer have?

13. LIMITED DUTY

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Does the Area currently have limited duty personnel assigned?

☐ Yes

☒ No

(1) What are their classifications, and what duties are they assigned?

Area recently had Officer Jacobs assigned to LD. He

was assigned miscellaneous front desk and clerical support duties.

b. Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of Limited-Duty Assignment?

☒ Yes

☐ No

(1) Could they be used more efficiently?

☐ Yes

☒ No

c. If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to road patrol?

☒ Yes

☐ No

d. Are any current assignments in excess of six months?

☐ Yes

☒ No

e. Do supervisors meet and discuss limited duty assignments with the doctors on questionable cases?

☒ Yes

☐ No

AREA MANAGEMENT EVALUATION**SPECIAL FUNCTIONS**

CHP 453Q (Rev. 6-06) OPI 009

f. Are limited duty personnel having public contact appropriately attired?

☒ Yes ☐ No**14. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS**EVALUATED
YesACTION REQUIRED
NoCORRECTED
N/A

a. Does the Area have personnel assigned to special projects or tactical operations?

☒ Yes ☐ No

b. Is the position full time or on an on-call basis?

☒ Yes ☐ No

c. If full time, is the assignment for a specified number of weeks or months?

☐ Yes ☒ No

d. What are the duties/responsibilities of the officer?

Area has one officer assigned as a Canine Officer. The officer is normally

assigned to a beat, but occasionally conducts special enforcement with allied agencies. Area does not have any personnel assigned to

MFF, Warrant Service, or other special assignments.

e. Who supervises the officer?

Shift supervisor.

f. How does he/she account for his/her time?

Time spent on specialized duties /enforcement is reflected on the CHP 100.

g. What is the selection criteria for the assignment?

Interest and aptitude.

h. Has the Area member contributed to the success or mission of the team or task force?

☒ Yes ☐ No

i. Where coordination is appropriate with the Division Investigative Services Unit, is there ongoing discussion regarding activities?

☒ Yes ☐ No

j. Is there a Memorandum of Understanding (MOU) on file?

☐ Yes ☒ No

k. Is the special assignment on a reimbursable contract?

☐ Yes ☒ No

(1) If so, is the contract being followed?

☐ Yes ☒ No

Officer is assigned to Area and no MOU is necessary.

Truckee Area
Chapter 15 Inspection Additional Comments
Page 1 of 2

a.	The Area participates with allied agencies to address vehicle theft problems. Area is considered an informal leader and has frequently sought out Division help/resources, such as assistance in addressing a construction equipment theft issue and utilization of the LPR-equipped vehicle.	
b.	Sergeant Pellegrino oversees the Vehicle Theft issues and statistics. He and the other supervisors are aware of the processes for seeking aid from Division and HQ. Both resources have been very responsive in the past.	
c.	Interest among officers varies, especially since Vehicle Theft is not a significant problem. Area has attained Strategic Plan goals in this category.	
d.	Area generally receives good support from the courts. Problems arising are handled on a case-by-case basis through the Court Officer. Significant issues are addressed with the DA by the Commander.	
g.	The command has not had recent, formal training in this area; however, 3 officers have been trained on VIN/Vehicle Theft identification at the Academy and share their knowledge with interested officers. Action: Area should work with Division ISU personnel to arrange/schedule Vehicle Theft Training on an annual basis.	X
h.	One officer (Holt) is particularly keen on this type of enforcement activity and recently attained his 4 th 10851 award. A Division commendation for Vehicle Theft enforcement activity is also pending.	
b.	VIN duties are shared with a field officer to ensure coverage during vacations/other absences. Area has 3 individuals trained in this task/duty.	
d.	VIN records/plates are kept locked in a metal locker. Inventory is conducted on a regular basis but commander indicated he has not personally been involved in the process. Action: Area suspense files should be modified to ensure at least occasional, annual review of VIN records by the Commander.	X
a.	Evidence officer has not received any formal training but has quickly learned of job requirements. The alternate evidence officer is Officer Steve Skeen.	
b. (3)	The evidence/property record is not examined at 30 day intervals to determine if cases are not active because it is not necessary. Truckee Area has about 100 cases per year. Each spring and fall the evidence officer sends a request to the DA for disposition of cases.	
c.	Area has had some issues with court-ordered disposition of controlled substances, specifically, marijuana. In these cases, the command now releases the substance to the DA's office so as to effect the release with minimal liability incurred by the Department. Evidence officer has tried several times to destroy guns however the Weapons Control Unit has asked him to wait until June '08 due to the transition.	
d.	Evidence officer advised Truckee Area has not had anything fitting the category of unclaimed property of value which would need to be picked up by DGS, MMS, for storage and disposal.	
h.	Evidence facilities comply with Department requirements and Area recently installed required venting system. The fact that the Area includes a 24-hour dispatch center provides some additional security with respect to outside break-ins. Only two individuals possess keys to the evidence facilities: the Evidence Officer and the Commander. The commander's key is locked in a metal locker and sealed in an evidence envelope unless in use.	
f.	Commander indicated he had just completed the fourth quarter Evidence Audit and examined 12 items. All was in order.	
	The evidence room was in exemplary condition. The room appeared neat, clean and well-organized. I conducted an audit of 5 items and Officer Edwards was able to immediately either locate the item in the evidence room or show the auditor its disposition. In reviewing the previous year's evidence audits, it	

Truckee Area
Chapter 15 Inspection Additional Comments
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	appears Officer Edwards has made great strides in bringing the evidence/property room into compliance with policy.	
h.	Officer Kulak oversees the CHP 735 process. While some discrepancies were recently found in the reconciliation of records with those at HQ, the discrepancies were attributed to HQ. No major issues have arisen in this area.	
a.	Area AF cases are overseen by Officer Skeen. AF cases are only occasionally encountered, and then most often generated by the Canine Officer. There are no problems with coordination with local agencies, courts, or DA's office. All have also been recently made aware of the change in the CHP's shared revenue policy.	
a.	Area has a good relationship with most tow services in the region and only occasional tow issues arise. Most recently, related to AAA not having a local representative, resulting in extended response times. The second ongoing issue is related to the scarcity of Big Rig tows in the region. Both are continuously worked on by the Area.	
h.	Area conducts at least two meetings annually: the Annual Tow Meeting and a second Winter Tow Meeting. The latter is intended to plan for and discuss issues related to the severe weather experienced during winter months. Both are coordinated by the Tow Officer and attended by the Commander.	
k.	All tow complaints are reported to the Tow Officer for follow-up/action. Beat officers are not "shy" about these reports.	
a. - f.	The Area does not have a formal CRFR program, though several officers have an interest in this area.	
a. - e.	Area has a very organized process in place to ensure appropriate assignment to LD assignments. Sergeants routinely attend meetings with care providers to discuss availability of LD assignments. The Area assigns a variety of tasks to LD personnel, which include data entry, vehicle transportation, filing, etc.	
a. - k.	Area does not participate on any task forces but does have a Canine Officer assigned. The recent departmental audit, as well as ongoing supervisory evaluations reflect that the officer and program are very efficient and successful. Additionally, the Area has several officers trained and assigned to bicycle duty during summer months. This program has been very successful in addressing traffic and general law enforcement problems during periods of time where congestion makes access difficult for patrol vehicles.	

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

AREA 241	DIVISION Valley	NUMBER
EVALUATED BY Sergeant S. Evans, #11266		DATE 01/09/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Correction Report BY _____	COMMANDE <i>AREA'S</i> <i>INFORMAL</i> <i>EVALUATION</i>
1. GENERAL		DATE
EVALUATED X		CORRECTED

a. Are special duty assignments minimized?

☒ Yes ☐ No

(1) Is maximum efficiency attained?

☒ Yes ☐ No

(2) Are there any special duty functions which could be performed by a beat officer or other support personnel? ☐ Yes ☒ No

b. Are assigned duties consistent with the job description?

☒ Yes ☐ No

(1) Could duties be combined with another special duty assignment for efficiency? ☐ Yes ☒ No

(2) Which special duty officers (positions) were interviewed? Officer Casey Simpson, Officer Justin Maxey and Officer Curtis Zaugg.

c. How are individuals for special duty assignments selected? Special Duty positions are advertised by briefing item and interested officers submit memorandums. The memorandums of interest are reviewed by the Chico Area management team and a selection is made.

(1) Are special duty opportunities open to all officers? ☒ Yes ☐ No

(2) Does selection contribute to attainment of affirmative action goals? ☐ Yes ☒ No

d. Can the special duty supervisor describe the duties and workload of the special duty personnel? ☒ Yes ☐ No

(1) Upon what criteria are special duty personnel evaluated? Special Duty personnel are evaluated on their assigned areas of responsibility along with how well they interact with the public, peers and supervisors.

(2) Are special duty officers held accountable for their time and performance? ☒ Yes ☐ No

(3) How is the special duty officer's time planned? Are weekly itineraries provided to the supervisor? ☐ Yes ☒ No

e. Do the commander and management team have an active interest in special duty programs? ☒ Yes ☐ No

(1) Is time taken by the commander to discuss activities and potential problems? ☒ Yes ☐ No

2. VEHICLE THEFT

EVALUATED Yes	ACTION REQUIRED	CORRECTED
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a. What is the scope of the Area's Vehicle Theft Program? The Chico Area does not have a specific Area Vehicle Theft Program. Instead, Chico Area officers actively pursue all vehicle theft investigations and make arrests when appropriate.

b. Are there open lines of communication with the Division vehicle theft coordinator? ☒ Yes ☐ No

(1) Is the commander aware of how to obtain assistance from the Division or Headquarters coordinators? ☒ Yes ☐ No

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(2) Who is authorized to request assistance from vehicle theft coordinators?
and the VIN officer, Justin Maxey.

The Area Commander, all Chico Area sergeants

c. Is the program effective?

☒ Yes ☐ No

(1) Vehicle theft recovery goals established?

☐ Yes ☒ No

(2) Goals attained?

☐ Yes ☐ No

(3) How does the current number of stolen and recovered vehicles compare to prior time periods?

(4) Are work hours dedicated to the program appropriate?

☒ Yes ☐ No

(5) Do beat officers and supervisors have an interest in the program?

☒ Yes ☐ No

d. Is the program supported by district/city attorneys and the courts?

☒ Yes ☐ No

(1) Has the program been discussed with them?

☒ Yes ☐ No

(2) What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges?

The Area

Commander periodically meets with the Butte County District Attorney to discuss any potential problems or concerns.

e. Do the commander and management team take a personal interest in the program?

☒ Yes ☐ No

(1) What guidance and direction is provided?

The Area Commander and supervisors provide guidance and direction to

officers through the officer's monthly evaluation forms.

f. Are supervisors knowledgeable of the scope of the vehicle theft problem within the Area?

☒ Yes ☐ No

(1) Do they have an idea of the number of thefts and recoveries in the Area?

☒ Yes ☐ No

(2) Are they knowledgeable of the Department's Vehicle Theft Program?

☒ Yes ☐ No

(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques?

☒ Yes ☐ No

(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?

☒ Yes ☐ No

(5) Do they give guidance and direction?

☒ Yes ☐ No

(6) Do they demonstrate an interest in the program?

☒ Yes ☐ No

(7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?

☒ Yes ☐ No

g. Is vehicle theft education/training provided by Area?

☐ Yes ☒ No

(1) Are training aids used?

☐ Yes ☐ No

(2) Are division vehicle theft coordinators/investigators made available for training?

☒ Yes ☐ No

(3) Vehicle theft prevention discussed at briefings?

☒ Yes ☐ No

(4) How is information on unique problems and circumstances disseminated to beat officers?
briefings through SROVT and dispatch BOLs.

Information is disseminated at

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(5) Are officers and supervisors proficient in locating and decoding VINs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Have any Area officers earned the Department's 10851 Award?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have any officers qualified for the Master 10851 Award?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) How are awards presented?	Awards are presented either at briefings or at Area training days.	

(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

3. VEHICLE IDENTIFICATION NUMBER PROGRAM

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Is the VIN program understood by beat officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Who is the assigned VIN officer?	Officer Justin Maxey	
(1) How was he/she trained?	Officer Maxey attended a CHP Vehicle Theft Investigation course at the Academy. Officer Maxey also has attained a vast amount of knowledge through on the job training.	

(a) Is training adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the VIN officer proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the alternate VIN officer?	Officer Casey Simpson	
(4) Are VIN inspections conducted in a secure setting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is Field Support Section used as a resource?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. What kind of system is in place to control the VIN officer's workload?	The VIN officer is responsible for scheduling VIN appointments to be conducted once a week.	

(1) Are VIN assignments/verifications done on an appointment basis?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is there an excessive backlog?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Is the vehicle owner's convenience a consideration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are field officers and employees having public contact aware of the system used by the VIN officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are associated documents processed promptly and submitted on time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is there proper security for replacement VIN plates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are inventory controls adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are entries legible?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do records match inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are required reports accurate and submitted properly?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Does the VIN officer use relevant information available from allied agencies, DMV and NICB?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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- f. Does VIN officer belong to any professional organizations for exchange of information, such as memberships in any type of various vehicle theft investigator's associations? ☐ Yes ☒ No

4. SCHOOL PUPIL AND FARM LABOR (SP&FL) TRANSPORTATION SAFETY

EVALUATED

X

ACTION REQUIRED

CORRECTED

- a. Is the Area commander and management team aware of all aspects of the SP&FL Transportation Safety Program conducted in the Area? ☒ Yes ☐ No

- b. Does the Area have either a uniformed SP&FL Transportation Officer or a nonuniformed School Bus Officer/Coordinator? ☒ Yes ☐ No

- (1) Are Area files maintained as required by HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual? ☒ Yes ☐ No

- (a) Driver records, CHP 295, State Department of Education T-01, criminal record information, etc.? ☒ Yes ☐ No

- (b) CHP 100E, Monthly Activity Report? ☒ Yes ☐ No

- (c) School Bus Traffic Collision Reports and DMV printout H-6? ☒ Yes ☐ No

- (d) Approved stops list? ☒ Yes ☐ No

- (2) Is the School Pupil Transportation Safety Officer/Coordinator proficient in performing assigned duties? ☒ Yes ☐ No

- (a) Are duties performed in conformance with HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual? ☒ Yes ☐ No

- (3) Who is the alternate School Pupil Transportation Safety Officer/Coordinator? Officer Casey Simpson

- (4) Are CHP 100Es, Monthly Activity Report, submitted in a timely manner? ☒ Yes ☐ No

- (5) Is program time properly justified? ☒ Yes ☐ No

- (a) How much time is allotted? Officer Zaugg is responsible for scheduling enough time to complete his duties.

- (b) Is time sufficient to meet departmental objectives? ☒ Yes ☐ No

- (c) Is the time expended within the Area's allotment? ☒ Yes ☐ No

- c. Is responsibility for supervision of the School Pupil Transportation Safety Program assigned to a specific supervisor? ☒ Yes ☐ No

- (1) Does the supervisor have adequate knowledge of the functions of the Area program? ☒ Yes ☐ No

- (2) Does the supervisor have a copy of HPM 82.4, School Pupil and Farm Labor Transportation Safety manual? ☒ Yes ☐ No

- (3) Is he/she aware of the officer/coordinator's workload? ☒ Yes ☐ No

- (4) Does the supervisor review CHP 100Es, Monthly Activity Report, submitted by the officer/coordinator? ☒ Yes ☐ No

- d. What training has the School Pupil Safety Transportation Safety Officer/Coordinator had? Initial School Bus Coordinator Training. Attended In-Service Training classes? Have a thorough, practical knowledge of:

- (1) Departmental policy relating to the School Pupil Safety Transportation Safety Program? ☒ Yes ☐ No

- (2) School bus driver certification? ☒ Yes ☐ No

- (3) School bus accident investigation? ☒ Yes ☐ No

- (4) School bus reinspection? ☒ Yes ☐ No

- (5) School bus routes and stops? ☒ Yes ☐ No

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e. Does the officer/coordinator coordinate activities and information with adjacent Areas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is he/she aware of the technical assistance available from Commercial Vehicle Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is there a sound procedure for scheduling and administering written tests?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are certain days selected for testing so that a maximum number of applicants can be tested at one time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who administers the test?	Officer Curtis Zaugg	
(3) Is a proctor present?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Adequate supply of the five variations of both the driver and first aid tests on hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Who reviews the tests with the applicants?	Officer Curtis Zaugg	
(6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Are driving errors discussed with the applicant?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is the school bus transportation supervisor advised of any additional training needs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Does the School Pupil Safety Transportation Officer conduct on-scene investigations?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Are follow-up investigations conducted when appropriate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are appropriate special coding made on all school bus investigations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Are hazardous routes or stops reported in writing to the governing board of the school district?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) How many approved stops exist in the Area?	35	
i. Do field officers take appropriate enforcement and follow-up action for observed school pupil safety related violations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5. EVIDENCE/PROPERTY CONTROL	EVALUATED X	ACTION REQUIRED CORRECTED
a. Has the Area commander demonstrated an interest in the proper control of evidence and property?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who has been assigned by the commander as the evidence/property officer?	Officer Casey Simpson	
(2) Has an alternate for this position been assigned?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Who is the evidence/property supervisor?	Sergeant Bruce Carpenter	
b. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the supervisor fully understand his/her responsibilities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does he/she follow the guidelines in HPM 70.1, Evidence Manual, regarding audits and inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has a system been implemented which will ensure maintenance of the chain of possession for evidence?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(3) Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are entered items canceled when the property is no longer in CHP possession?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Have procedures been examined for retaining and disposing of:		
(1) Evidence.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Property.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Weapons.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Controlled substances.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Alcoholic beverages.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) License plates.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Money.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Has unclaimed property of value been picked up by the Department of General Services, Material Services Section, for storage and disposal after it has been held for 30 days?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Has the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a suspense system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are all items properly identified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are accurate records kept on weapons and controlled substances which have been disposed of?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do Area records compare accurately with court records?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are periodic audits completed to ensure integrity of the property system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has a semiannual audit of the property system been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Have more frequent audits been conducted in identified problem areas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Have inventories been conducted periodically to ensure integrity of the system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Is security adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a security log maintained in the property room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(2) How many sets of keys are there to the evidence/property room and the temporary evidence storage lockers?	2 sets		
(a) Is the distribution of the keys according to policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Is the evidence/property officer other than the court officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Is the evidence/property officer other than a field officer or an officer involved in collecting evidence?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(4) Is the property room accessible by repair/maintenance personnel?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(a) Is the room accessible by repair/maintenance personnel?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(b) Is there a false ceiling?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(c) Are door hinges on the inside of the room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(d) Are any items which require access by other than the evidence/property officer stored in the room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(e) Does Area's property room meet all requirements outlined in HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(If not, have steps been initiated to correct the problem?)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(5) Are pass-through type temporary storage lockers secured from the inside to prevent entry?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Is evidence left in these lockers for no more than one day?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(6) Is Area knowledgeable of investigatory requirements in the event of any instance of suspected tampering with packages containing controlled substances?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Have any internal investigations been initiated by Area for any such incidents?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
6. COLLISION INVESTIGATION FOLLOW-UP	EVALUATED <input checked="" type="checkbox"/>	ACTION REQUIRED	CORRECTED
a. Does the Area have an AI officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
b. Who is responsible for supervising the officer?	Sergeant Bruce Carpenter		
c. How much time is allocated to the position?	Enough time to adequately complete the duties of the position.		
(1) Is time allocated sufficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
d. Does the collision investigation follow-up officer have a job description?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Is it current?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) What are the officer's duties?	Log AI reports, review AI reports, conduct AI follow-up when necessary, coordinate AI follow-up with other CHP Areas and allied agencies, prepare statistical reports, other duties as assigned.		
e. Does the officer understand special reporting requirements?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
f. Does the officer have training or special qualifications that complement the position?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
g. Is the officer available to respond to accidents to provide technical assistance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
h. Does the officer identify training needs and discuss them with his/her supervisor?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
i. Does the officer prepare charts, graphs, or statistics that identify problem locations for deployment purposes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
j. Does the officer have other duties, if so, what are they?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Evidence Officer and CHP 735 Coordinator.			

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	EVALUATED	ACTION REQUIRED	CORRECTED
7. COURT LIAISON OFFICER	X		
a. Does the Area have an officer assigned court liaison duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Who supervises the officer? Sergeant Bruce Carpenter			
c. How much time is allocated to the position? Enough time to adequately complete the duties of the assignment.			
d. Does the officer have a job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is it accurate?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) When was it last revised? October 13, 2004.			
(3) What are the officer's duties? Review arrest reports for completion and accuracy, liaison with DA's office, coordinate arrangement and release of arrestees. See Area SOP for additional job descriptions.			
e. Does he/she have responsibilities for prisoner arraignment?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. Does the officer command respect of his/her peer group?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
g. Is the court officer involved in the DUI Cost Recovery Program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
h. Does the officer initiate a CHP 735, Incident Response Reimbursement Statement?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the officer(s)' times on the CHP 735 correspond to the times indicated on his/her CHP 415, Daily Field Record?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the officer(s) maintain a log?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Does the officer(s) forward the form to Fiscal Management Section after disposition?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
i. How many courts are within the Area's jurisdiction? 2			
j. Does the officer deal with more than one district attorney's (DA) office?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
k. Does the officer have other duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If so, what are the other duties? School Bus Officer, Vehicle Abatement Officer, PAS Coordinator, Child Safety Seat Technician, Radar Coordinator. *****Officer Simpson is the Area's CHP 735 Coordinator*****			
8. ASSET FORFEITURE (AF) OFFICER	X		
a. Does the Area have an officer assigned as AF coordinator?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Does the officer have current job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Is he/she familiar with HPM 81.5, Drug Programs Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Is Area coordinator logging AF cases separate from evidence?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Is there a process in place to ensure proper disposition of AF items?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. Does Area's log agree with the Field Services Section (FSS) and Division log?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If not, why not?			
g. Is the disposition of cases supported by documentation such as arrest reports, court order, and AF distribution memorandum?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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h. Has the Area seized any vehicles under AF?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) If so, does the AF coordinator know where the vehicles are located and their current disposition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
i. Is the Franchise Tax Board notified of all seizures valued at \$5,000 or more?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
j. Does the AF coordinator complete a misscreen 50?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
k. Does Area notify Division of all vehicle/boat/plane seizures?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
l. Is Fleet Operations Section notified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
m. Are all vehicles stored safely and properly protected from inclement weather?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
n. Are large sums of cash, jewelry, and other small items of value stored in a safety deposit box at a local bank for safekeeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
o. Are large sums of cash deposited in a departmental interest-bearing bank account designated for AF?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
p. What is the procedure in handling monetary AF awards (checks from the DA)?	All checks received are forwarded to the Chico Area Office Supervisor for transmittal to Fiscal Management Section.	
q. Is the check remitted to the Area's cashier for transmittal to Fiscal Management Section with proper notifications to FSS and the Division AF coordinator?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

9. SPECIALIZED VEHICLES

EVALUATED
X

ACTION REQUIRED

CORRECTED

a. Operation and Inspection

(1) Is there an officer assigned to oversee the operation of specialized vehicles within the Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Who supervises the officer(s)?	Sergeant Bruce Carpenter	
(b) How much time is allocated?	Enough time to adequately complete the duties of the position.	
(2) Does the officer have a job description?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is it accurate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) When was it last revised?	01/01/2005	
(3) Do officers understand policy concerning permits, licensing, inspections, and regulations pertaining to specialized vehicles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Tow Trucks		
(a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Do files contain current contracts and inspection forms?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Are there any recent complaints?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(d) Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative Supplement?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(e) Who is responsible for inspections?	Officer Justin Maxey	
(f) Does an officer occasionally conduct a random inspection to ensure the integrity of the inspection process?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(g) Is there evidence that discrepancies are promptly corrected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(h) Who conducts annual tow meetings? Officer Justin Maxey

1 Does the commander attend?

☐ Yes

☒ No

2 Is an agenda prepared?

☒ Yes

☐ No

3 Are minutes prepared and circulated for review?

☐ Yes

☒ No

4 When was the last annual meeting? 05/22/2007

(i) Are rotation and sector assignment procedures clearly established?

☒ Yes

☐ No

(j) How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list?

By briefing item.

(k) Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators?

☒ Yes

☐ No

(5) Ambulances

(a) Who is responsible for overseeing the operation of ambulances within the Area?

Officer Justin Maxey

(b) Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2?

☒ Yes

☐ No

(c) Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13, California Code of Regulations?

☒ Yes

☐ No

(d) Are complaints received at Area investigated and documented?

☒ Yes

☐ No

(e) If ambulances are removed from service, is there any branch of county government that requests notification?

☐ Yes

☐ No

1 If so, how is this done?

Officer Maxey is not aware of any branch of county government that requests notification.

(f) Are ambulance inspection forms in file current?

☒ Yes

☐ No

(6) Armored Vehicles

(a) Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area?

☒ Yes

☐ No

(b) What impact on the Area workload do these inspections have?

None.

(7) Authorized Emergency Vehicles (AEV)

(a) Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting equipment. Do initial and renewal inspections create any significant workload on the Area?

☐ Yes

☒ No

10. CALIFORNIA RESIDENT FOREIGN REGISTRATION (CRFR) PROGRAM

EVALUATED
X

ACTION REQUIRED

CORRECTED

AREA MANAGEMENT EVALUATION**SPECIAL FUNCTIONS**

CHP 453Q (Rev. 6-06) OPI 009

- a. If the Department currently has an active CRFR program, does the Area have an officer assigned to investigate attempts by California residents to avoid payment of licensing and registration fees due in California? ☐ Yes ☒ No

(1) Who supervises the officer?

- (2) Is sufficient time allocated for this program? ☐ Yes ☐ No

- (3) Does the officer have a job description? ☐ Yes ☐ No

- (a) Is it accurate? ☐ Yes ☐ No

- b. Does the Area program follow the guidelines in the Registration Enforcement Manual, HPM 82.5, Chapter 3? ☐ Yes ☐ No

- c. Are suspected violations documented on Registration 69 forms locally processed, or sent to the DMV Registration Compliance Unit? ☐ Yes ☐ No

- (1) If locally processed, are CHP 215s, Notice to Appear, issued when it is established that California registration is due? ☐ Yes ☐ No

- d. Is the CRFR officer aware that the rules of evidence pertaining to search and seizure apply to violations of this type? ☐ Yes ☐ No

- e. Does the Area report significant statistics to Division by comm-net by the 10th of each month? ☐ Yes ☐ No

- f. Does the degree of compliance gained or the actual revenue collected as a result of the program justify its continuance? ☐ Yes ☐ No

11. GENERAL SUPPORT

EVALUATED

X

ACTION REQUIRED

CORRECTED

- a. Is an officer assigned to general support including violation clearance and counter officer? ☐ Yes ☒ No

- b. What additional duties does he/she perform? The General Support Officer position is shared by all three Special Duty Officers.

There is always at least one officer available to answer questions from the public and provide security to the Chico Area business office.

- c. Is there a job description? ☐ Yes ☒ No

- (1) Is it accurate? ☐ Yes ☐ No

(2) When was it last revised?

- d. How much time is allocated to this position?

- e. With minimal instruction, could this position be handled by limited duty personnel? ☒ Yes ☐ No

12. AREA TRAINING OFFICER

EVALUATED

X

ACTION REQUIRED

CORRECTED

- a. Does the Area have an officer assigned as the Area training officer? ☒ Yes ☐ No

- b. How much time is allocated to this position? Enough time to complete the duties of the position.

- c. Who supervises the officer? The position is assigned to Sgt. Vickers and supervised by the Area Commander.

- d. Does the officer have a job description? ☐ Yes ☒ No

(1) When was it last revised?

- e. Does the officer command the respect of his/her peers? ☒ Yes ☐ No

- f. Does the officer have the support of the supervisors? ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06).OPI 009

g. What training has been provided to the officer? On the job training.

h. Has he/she been trained as a Department instructor? ☐ Yes ☒ No

i. Is the officer certified as an officer safety training instructor? ☐ Yes ☒ No

j. Has he/she attended the Department's weapons/range officer training? ☐ Yes ☒ No

k. Is the officer qualified to train employees to use tactical rifles? ☐ Yes ☒ No

l. Is the officer a CPR instructor? ☐ Yes ☒ No

m. What role does the officer have in developing and/or presenting Area training programs? The Training Sergeant schedules mandatory quarterly training and updates training in the employee's automated training records.

n. Does the officer keep Area informed of officers deficient in training or those who have superior performance? ☒ Yes ☐ No

o. Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents? ☒ Yes ☐ No

p. Does the officer assist in reviewing injuries to personnel resulting from arrest situations? ☒ Yes ☐ No

q. Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS? ☒ Yes ☐ No

r. Is the officer responsible for performing range maintenance? ☐ Yes ☒ No

s. What other duties or assignments does the training officer have? Field patrol supervision responsibilities.

13. LIMITED DUTY

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Does the Area currently have limited duty personnel assigned? ☐ Yes ☒ No

(1) What are their classifications, and what duties are they assigned?

b. Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of Limited-Duty Assignment? ☒ Yes ☐ No

(1) Could they be used more efficiently? ☐ Yes ☐ No

c. If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to road patrol? ☐ Yes ☒ No

d. Are any current assignments in excess of six months? ☐ Yes ☐ No

e. Do supervisors meet and discuss limited duty assignments with the doctors on questionable cases? ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION**SPECIAL FUNCTIONS**

CHP 453Q (Rev. 6-06) OPI 009

f. Are limited duty personnel having public contact appropriately attired?

☒ Yes☐ No**14. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS**

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Does the Area have personnel assigned to special projects or tactical operations?

☐ Yes☒ No

b. Is the position full time or on an on-call basis?

☐ Yes☐ No

c. If full time, is the assignment for a specified number of weeks or months?

☐ Yes☐ No

d. What are the duties/responsibilities of the officer?

e. Who supervises the officer?

f. How does he/she account for his/her time?

g. What is the selection criteria for the assignment?

h. Has the Area member contributed to the success or mission of the team or task force?

☐ Yes☐ No

i. Where coordination is appropriate with the Division Investigative Services Unit, is there ongoing discussion regarding activities?

☐ Yes☐ No

j. Is there a Memorandum of Understanding (MOU) on file?

☐ Yes☐ No

k. Is the special assignment on a reimbursable contract?

☐ Yes☐ No

(1) If so, is the contract being followed?

☐ Yes☐ No